

Liturgical Ministry Scheduler

Instruction Manual

Version 2.2

Thursday, May 13, 2010

Select *ESC* to exit full screen viewing mode.

Liturgical Ministry Scheduler

Instructions for Use

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Introduction

What's in it for me?

Liturgical Ministry Scheduler creates schedules in which ministers

- Minister evenly with other ministers in the same ministry
- Rotate evenly through ministerial positions in their ministry
- Avoid serving in 2 different ministries in the same mass
- Avoid serving at 2 different masses on the same day
- Avoid having family members serve at different masses on the same day
- Can see all their ministry commitments from a single schedule if they serve in multiple ministries
- And much more.

Schedules can be

- Automatically e-mailed to ministers with e-mail accounts, and
- Custom printed for those without e-mail accounts.
- Coordinators and other interested parties can be copied in on all schedules.
- And customizations of schedules can be individualized for each minister to accommodate when they can and cannot serve.

Administrators can easily

- Add and remove ministers, ministries, ministry positions, and mass times.
- Bulk import, edit, and delete ministers for quick setup and modification.
- Run reports to get consolidated ministry listings, contact lists, etc.
- Send ad hoc e-mail messages to ministers at selected mass times or in selected ministries.

And all this is as simple as clicking a button.

How do I get started?

If you already have the schedule set up, continue with step 1 in Appendix A. If you need to import all your ministry information first, don't fret: the program makes it easy to get everyone into the system so that you can start to enjoy the benefits with minimal hassle. The first time you run the program, it will take you through the *New Setup Wizard* to configure all the settings to your liking. See the appendix called *New Setup Wizard* for instructions.

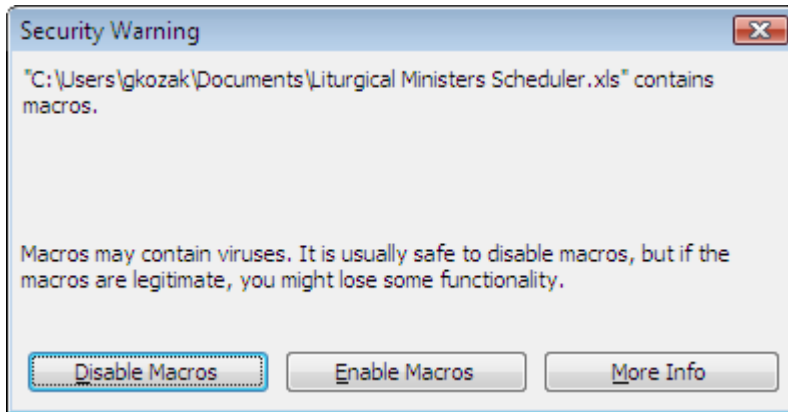
Starting the Program

If you use Excel 2003 or older

First, go to the folder in which you've stored the file called *Liturgical Ministry Scheduler.xls* and open it up.

The first screen you will see asks you to enable macros. Macros are the "magic" that automates the programs actions. You should only enable macros on workbooks from sources you trust because macros with malicious intent can harm your computer. In this case, the macros have been tested to ensure safety and can be opened and read for those who want to inspect them for security reasons.

Select *Enable Macros* when you see this dialog box:



If you do not enable macros, you will see the following information. Please follow the instructions to enable the macros in the program.

In order for Liturgical Ministry Scheduler to work, Macros must be enabled.

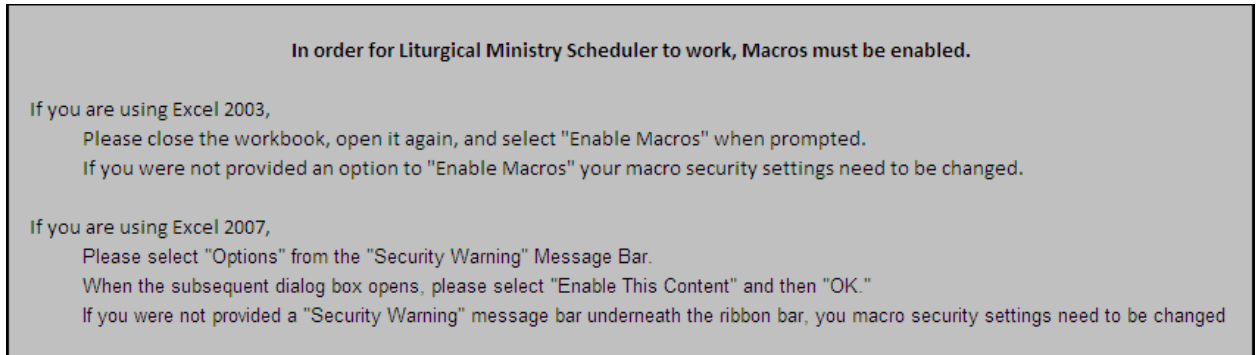
If you are using Excel 2003,
Please close the workbook, open it again, and select "Enable Macros" when prompted.
If you were not provided an option to "Enable Macros" your macro security settings need to be changed.

If you are using Excel 2007,
Please select "Options" from the "Security Warning" Message Bar.
When the subsequent dialog box opens, please select "Enable This Content" and then "OK."
If you were not provided a "Security Warning" message bar underneath the ribbon bar, you macro security settings need to be changed

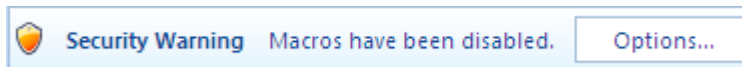
If you use Excel 2007

First, go to the folder in which you've stored the file called *Liturgical Ministry Scheduler.xls* and open it up.

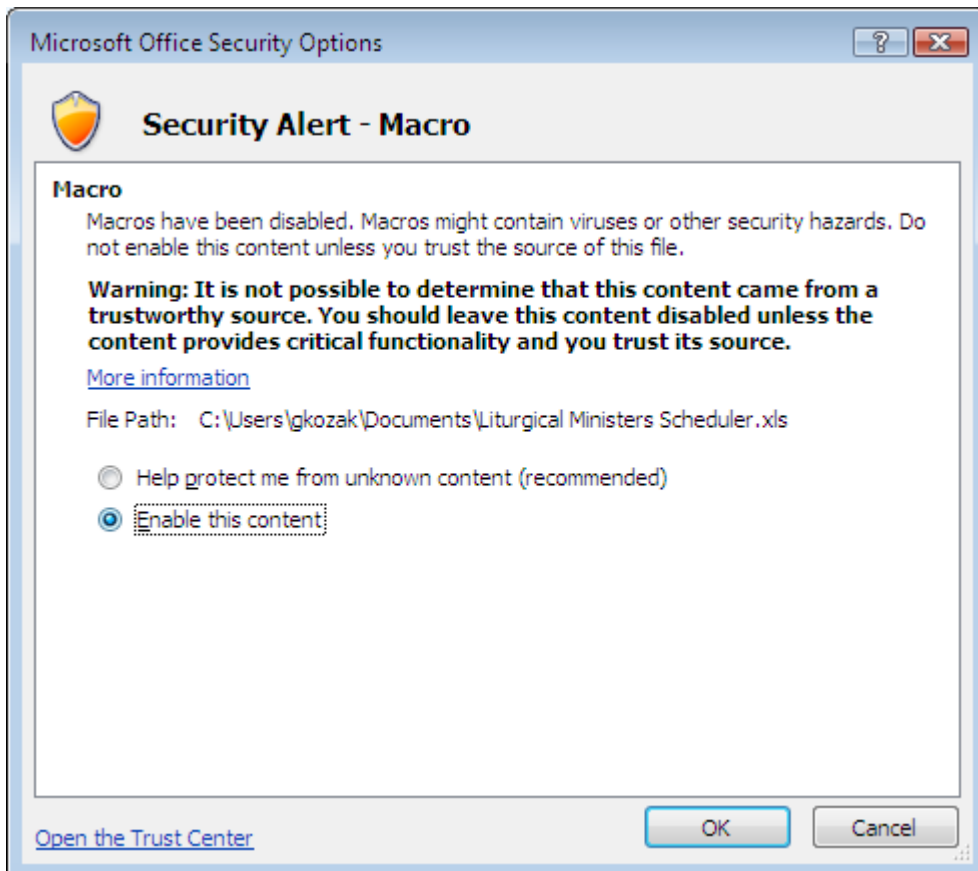
The first screen you will see asks you to enable macros. Macros are the "magic" that automates the programs actions. You should only enable macros on workbooks from sources you trust because macros with malicious intent can harm your computer. In this case, the macros have been tested to ensure safety and can be opened and read for those who want to inspect them for security reasons.



On the *Security Warning* bar near the top of the screen, select the *Options* button:



On the subsequent dialog box, select *Enable this Content* and select *OK*:



Scheduling Masses

You're now ready to create a schedule! When the program starts up, it won't look at all like Microsoft Excel. That's because it's using all the power of Excel in the background but making it easy to use and navigate for you in the foreground. Go ahead and click the tab on the top of the program called *Schedule Masses*.

Schedule Masses

There are several areas of the screen that allow you to select the criteria for your schedule. Let's go through them one by one.

Selecting the Dates for the Schedule

You'll come to find that even if your schedule follows a regular pattern, that sometimes you'll need to adjust its start and end dates. To select the start date for your schedule, simply select the drop down arrow next to the *Starting Date*. It will show the upcoming Sundays on which to begin the schedule.

Dates to Schedule

Starting Date: 04/05/09

Ending Date: 05/17/09

Dates to Schedule: 04/05/09, 04/19/09, 04/26/09, 05/03/09, 05/10/09, 05/17/09

Dates Not to Schedule: 04/06/09, 04/07/09, 04/08/09, 04/09/09, 04/10/09, 04/11/09, 04/12/09, 04/13/09, 04/14/09, 04/15/09, 04/16/09, 04/17/09, 04/18/09, 04/20/09, 04/21/09

Remove Date(s) -->

<-- Add Date(s)

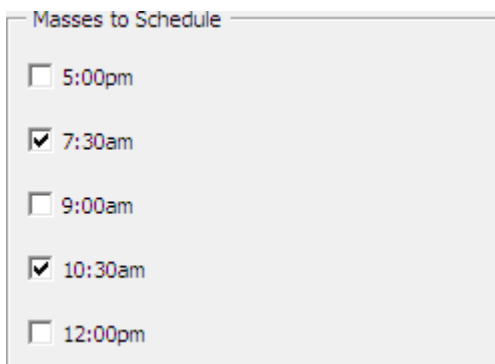
The program will remember the length of the previous schedule and will automatically adjust the *Ending Date* to that same number of weeks. However, if this schedule is for a different duration, select the drop down arrow next to *Ending Date* and select the last Sunday of the schedule.

If there are special dates for which you either do or do not want to generate a schedule, you can add or remove them. To add a special date to the schedule, find the date in the column labeled *Dates Not to Schedule*, highlight it, and then select the *Add Date(s)* button. It will automatically add that date to the list of dates for which it will create a schedule. In a similar manner, if there is a date for which you do not want to create a schedule, you can highlight it in the column labeled *Dates to Schedule* and then select the *Remove Date(s)* button.

Note, that if you assign ministers in a special way for Christmas and Easter, there are *Configuration Options* that can automatically remove those dates from the general schedule.

Selecting the Masses to Schedule

There may be situations in which you only want to create a schedule for a portion of the masses rather than all the masses. To do so, look at the *Masses to Schedule* section of the screen and select only those masses for which you want a schedule generated. The program will remember these settings the next time you run it.



The screenshot shows a dialog box titled "Masses to Schedule" with a list of five time slots, each with a checkbox. The times are 5:00pm, 7:30am, 9:00am, 10:30am, and 12:00pm. The checkboxes for 7:30am and 10:30am are checked, while the others are unchecked.

Selecting the Ministries to Schedule

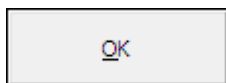
There may be situations in which you only want to create a schedule for a portion of the ministries available rather than all ministries. To do so, look at the *Ministries to Schedule* section of the screen and select only those ministries for which you want a schedule generated. The program will remember these settings the next time you run it. Note that the program will schedule the ministries in the order in which you select the check boxes. This allows you to control which ministry gets its schedule created first, second, etc. The reason for this is that sometimes one ministry has difficulty assigning ministers because many of its ministers have already been assigned to serve in other ministries on certain weekend. This approach allows you to move the ministries with difficulties near the top of the order. To completely control the order of ministries, deselect them all, and then select them beginning with the one you want to go first, then second, etc.



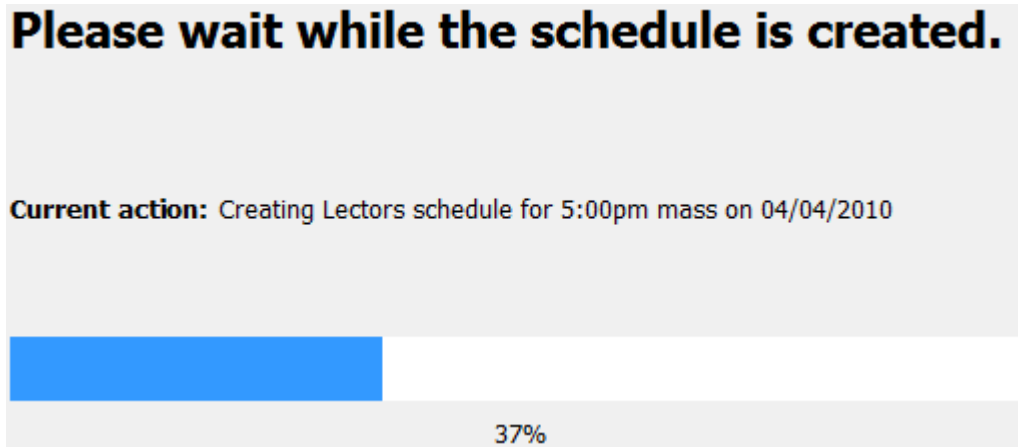
The screenshot shows a dialog box titled "Ministries to Schedule" with a list of five ministry categories, each with a checkbox. The categories are Eucharistic Ministers, Lectors, Mass Coordinators, Childrens Liturgy of the Word, and Altar Servers. The checkboxes for Lectors and Mass Coordinators are checked, while the others are unchecked.

One Click Does it All

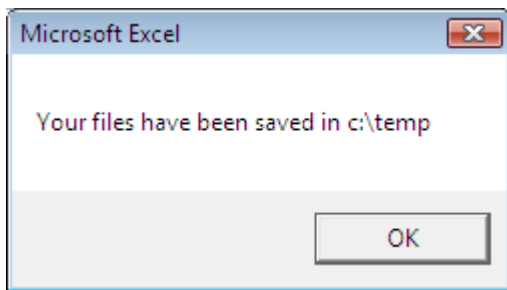
Once you've gotten your settings in place, you simply need to click the *OK* button to create the schedules.



Once you click *OK*, the program will do its magic. Its surprisingly complicated to create schedules that avoid conflicts, especially if you have ministers who are engaged in several ministries. The program needs to think through the most equitable way to assign ministers so that they serve an equal number of times, and so they rotate through all positions for that ministry rather than a few. Depending on how you've configured it, it also needs to identify other family members who minister and ensure that no conflicts arise in their schedules. And so, you'll see a progress message as the schedules are being generated:



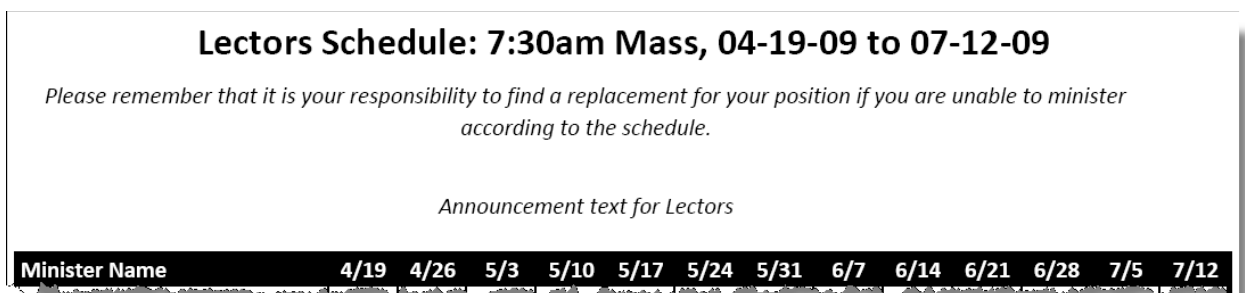
Once the schedules are complete, you'll receive positive confirmation when you see this dialog box:



If you've chosen to have schedules automatically sent via e-mail and/or printed out for those without e-mail addresses, these steps will all take place before you see the message above.

Final Results – What do schedules and e-mails look like?

When the schedule is created, it has the following look to it:



The top line will indicate the ministry, the mass, and the timeframe of the schedule.

The second line will contain a configurable announcement for all ministers across ministries.

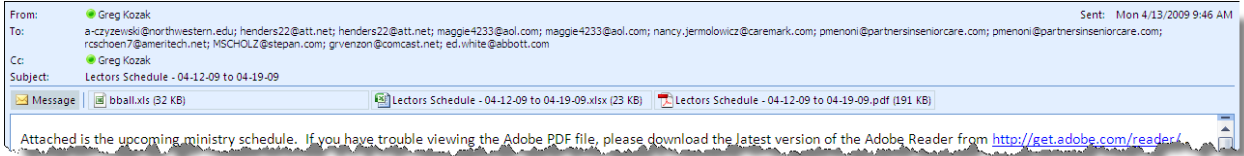
The third line will contain a configurable announcement for this specific ministry.

The next section will contain the schedule.

And the final section will contain contact information for the ministers who participate at this mass.



If you choose to send schedules out via e-mail, the e-mail will look like this:



The *From* line will contain the name and address of the person sending the schedules.

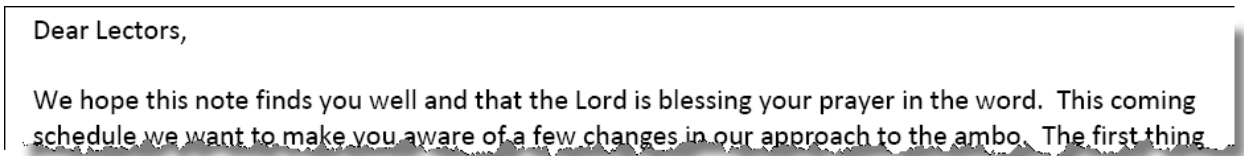
The *To* line will contain the ministers who minister at this particular mass.

The *CC* line will contain a customizable list of additional people who might be interested in seeing the schedules but who are not ministers (Liturgy Directors, Pastors, Ministry Coordinators, etc.)

Attachments can contain a cover letter and the schedule in both Excel and PDF format.

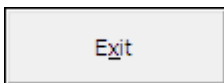
The *Body Text* will contain a customizable message for all ministries.

Cover letters are best conveyed as PDF files to ensure that they can be read across computer platforms.



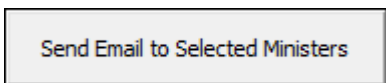
Closing the program

To close the program, it is important that you select the *Exit* button rather than closing down the program in some other manner. Selecting *Exit* will save all your settings so that the next time you run the program, there's even less effort needed in creating the schedules.



Sending *ad hoc* E-mails to Ministers

Occasionally, you may wish to send an *ad hoc* e-mail to ministers for some other purpose than providing them a new schedule. This might include news updates or reminders. To do this, select the ministries and mass times for the ministers you want to e-mail. Then select the *Send Email to Selected Ministers* button and your e-mail client will open with those ministers on the "To:" line and your list of E-Mail CC recipients on the "CC:" line.



Setting up dates when ministers cannot serve

Depending on how much service you want to provide ministers, it is possible to create schedules that take into account when they cannot serve. If you allow ministers to contact you before schedules are created to let you know when they are unavailable to serve, you can easily do so by selecting the tab marked *Select Dates Ministers Cannot Serve*:

Select Dates Ministers Cannot Serve

Then you have 2 choices to select dates when ministers cannot serve. If you've gotten a note from a single minister and want to enter the date(s) they cannot serve, use the left-hand section entitled *Select by Minister Name*. In the *Name* field, select the minister and then from the right hand column titled *Dates can minister* highlight the date(s) they cannot serve and select the *Add Date(s)* button. The selected date(s) will show up in the *Dates cannot minister* column.

Select by Minister Name

Name: Kozak, Greg

Dates cannot minister:

05/10/2009

Remove Date(s) -->

<-- Add Date(s)

Dates can minister:

04/19/2009
04/26/2009
05/03/2009
05/17/2009
05/24/2009
05/31/2009
06/07/2009
06/14/2009
06/21/2009
06/28/2009
07/05/2009
07/12/2009
07/19/2009
07/26/2009

If you have a list of ministers who cannot serve on a specific date, use the right-hand section entitled *Select by Date*. In the *Date* field, select the date and then from the right hand column titled *Ministers Available on Date* highlight the name(s) that cannot serve and select the *Add Name(s)* button. The selected minister(s) will show up in the *Ministers Unavailable on Date* column.

Select by Date

Date: 05/10/2009

Ministers Unavailable on Date:

Kozak, Greg

Remove Name(s) -->

<-- Add Name(s)

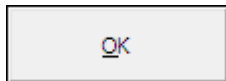
Ministers Available on Date:

Krause, Anna Marie
Krepely, Alex
Krepely, Irene
Krepely, Kevin
Krombach, Mary
Krombach, Robert
Kulig, Zach
Latza, Cathy
Laughlin, Brian
Lennartz, Heather
Lewitzke, Keith
MC, Jane
MC, Joe
Majewski, Mark
Majewski, Shawn
Marciniak, Madelyn

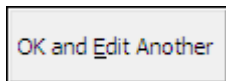
In the rare event that you are scheduling a weekday mass and want to exclude the minister(s) from serving on that weekday, select the *Show Weekdays in List of Dates* checkbox, and you'll be able to select weekdays in addition to Sundays.

Show Weekdays in List of Dates

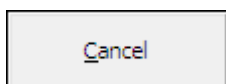
When you are done, select *OK*.



Or, if you want to set up more than one minister or one date, select *OK and Edit Another* rather than *OK*. Your changes will be saved and you will be given the opportunity to edit another minister or date.

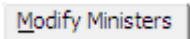


If you don't want to save any of the selections you made, select *Cancel*

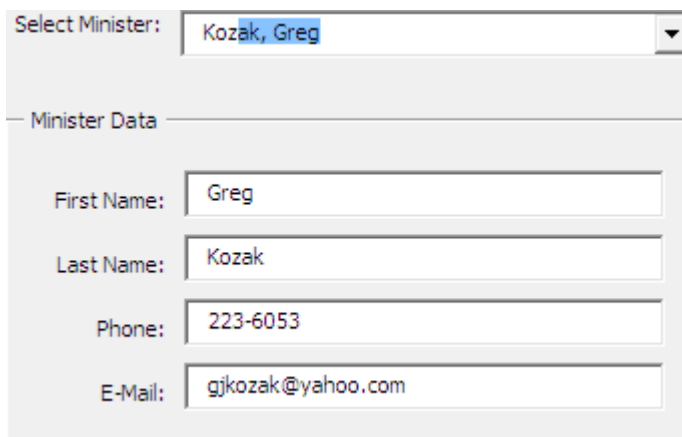


Configuring Ministers

There are two ways to configure ministers. One way is [[bulk editing]] (see its section below), which is good when you want to import or edit a large list of ministers. The other way is the *Modify Ministers* tab, which is good for editing one or a few ministers, and for assigning individuals with whom their schedules should be coordinated (typically members of the same family). To accomplish this second approach, select the *Modify Ministers* tab.



Select the name of the minister whom you would like to edit. As you type their name, the program will find the best match. Once the name of the minister appears, you can stop typing and start editing. In the *Minister Data* section, you can change name, phone number and e-mail information. This contact information shows up on the schedule and, depending on configuration options, is used to send the schedule via e-mail or to print out an individualized copy of the schedule.

A screenshot of a web form titled "Minister Data". At the top, there is a dropdown menu labeled "Select Minister:" with "Kozak, Greg" selected. Below this, there are four input fields: "First Name:" with "Greg", "Last Name:" with "Kozak", "Phone:" with "223-6053", and "E-Mail:" with "gjkozak@yahoo.com".

Select Minister:	Kozak, Greg
Minister Data	
First Name:	Greg
Last Name:	Kozak
Phone:	223-6053
E-Mail:	gjkozak@yahoo.com

To assign a minister to a ministry and mass time(s), go to the *Mass Availability* section of the screen.

A screenshot of a web form titled "Ministry Specific Details (hit OK after changes to each ministry)". It features a dropdown menu for "Ministry Name" set to "Eucharistic Ministers". Below this, there are two columns of options. The left column, "Mass Availability", has checkboxes for times: 5:00pm, 7:30am, 9:00am (checked), 10:30am, and 12:00pm. Each time has a corresponding input field for "Percent Available", with "100" entered for 9:00am. The right column, "Ministry Positions Availability", has checkboxes for positions: 1B, 1C, 2B, 2C, 3B, 3C, 4B, 4C, 5B, 5C, CB, and CC, all of which are checked.

Ministry Specific Details (hit OK after changes to each ministry)	
Ministry Name	Eucharistic Ministers
Mass Availability	Ministry Positions Availability
<input type="checkbox"/> 5:00pm	<input checked="" type="checkbox"/> 1B <input checked="" type="checkbox"/> 4C
<input type="checkbox"/> 7:30am	<input checked="" type="checkbox"/> 1C <input checked="" type="checkbox"/> 5B
<input checked="" type="checkbox"/> 9:00am	<input checked="" type="checkbox"/> 2B <input checked="" type="checkbox"/> 5C
<input type="checkbox"/> 10:30am	<input checked="" type="checkbox"/> 2C <input checked="" type="checkbox"/> CB
<input type="checkbox"/> 12:00pm	<input checked="" type="checkbox"/> 3B <input checked="" type="checkbox"/> CC
	<input checked="" type="checkbox"/> 3C
	<input checked="" type="checkbox"/> 4B

First, select a ministry that you want to associate the minister to. It is possible to assign a minister to multiple ministries, but you need to select *OK* after each assignment. Once you've selected the *Ministry Name*, you need to identify the mass(es) at which the minister can serve. This can be done by selecting the check box next to the appropriate mass time(s). The *Percent Available* column will automatically be set to 100%. This number is worthy of some explanation because it's one of the most powerful (and most confusing) aspects of the program.

Understanding the Percent Available Feature

The *Percent Available* value indicates how frequently the minister can serve at a mass. A value of 100% means that they can serve just as frequently as everyone else, in other words, 100% of the recommended rotation. A lesser value means that they can serve less frequently than others. The table below might be of assistance:

If <i>Percent Available</i> is set to	Then the minister serves every Xth rotation
100%	1
50%	2
34%	3
25%	4
20%	5
17%	6

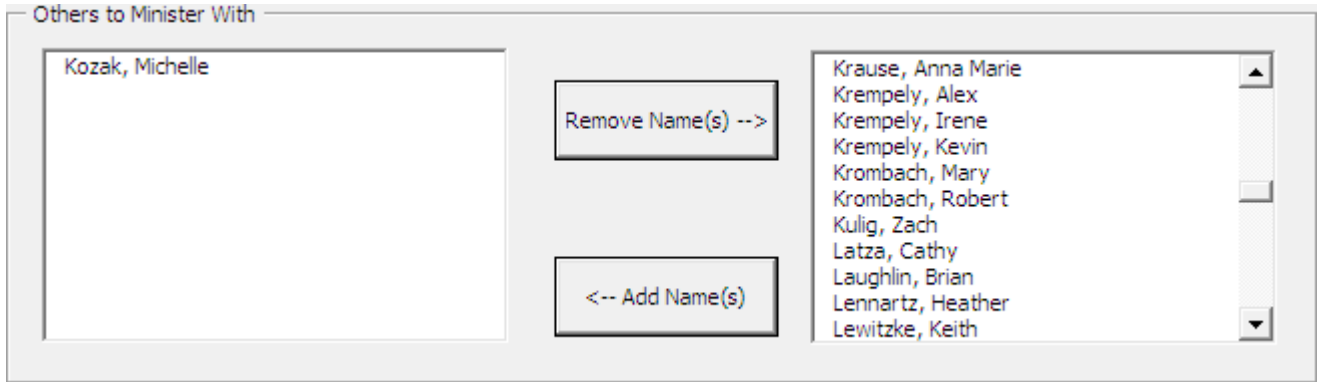
Let's use this example to illustrate this feature. Imagine that it's hard to get a full set of ministers for the last mass of the day. You might have a handful of ministers who regularly attend that mass, but they get tired of always being on the schedule. It is possible to schedule other ministers to help out at that mass on an occasional basis. Let's say you want these "helper" ministers to only be scheduled one fourth as frequently as the "regulars." If a "regular" set to 100% got scheduled every other weekend (or every 2nd weekend), then a "helper" set to 25% would be scheduled every 8th weekend (or one-fourth of every 2nd weekend). This is a good way to assign a large number of "helpers" at the mass, but to only have them serve occasionally. It may take some playing around to find the right value based on the number of "helpers" you have.

You can also use this approach to "tweak" heavily involved ministers. Let's say you have a minister who is involved in 4 different ministries. The schedule gets created ministry by ministry, so since the first ministry gets completely scheduled before the second ministry, and so on, sometimes a minister who is very active won't have any available dates for their last ministry because they're already booked on that date for the other ministries. In this case, try decreasing the frequency with which they serve in those first ministries to some number below 100%. Perhaps 75% might work, as it would only schedule them three quarters as frequently as if they were at 100%. This approach would open up available dates for that final ministry.

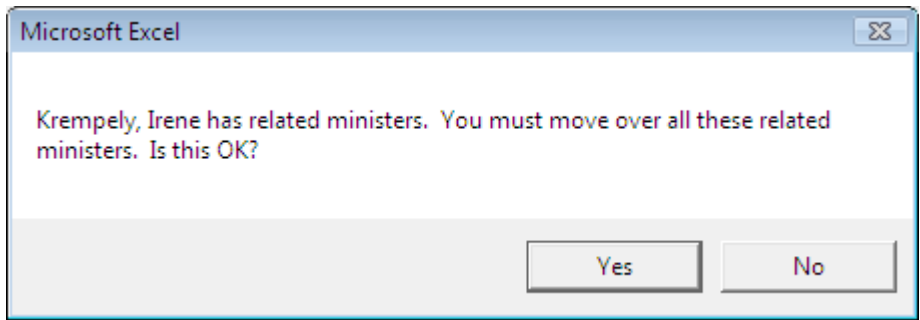
Selecting Related Ministers

Oftentimes more than one family member will be a liturgical minister. The program makes it possible to schedule these ministers together, and to avoid scheduling them at different masses on the same day. This also works just as well for ministers who need to coordinate their schedules for reasons other than being related to each other, for example where one drives the other to mass.

To select which ministers are to be identified with each other, use the *Others to Minister With* section of the screen. After selecting the minister's name, you can look through the right-hand column to select one or more other people with whom the minister should be identified. In this example, the schedule for Michelle Kozak will be coordinated with the schedule for the selected minister, Greg Kozak. Based on configuration options, Michelle and Greg will never be scheduled at different masses on the same weekend.

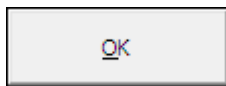


Select *Add Names* to add people that this person should minister with, and select *Remove Names* to remove people that this person should minister with. If you add someone who already has people assigned to minister with them, you will see a message similar to this one:

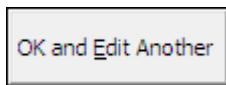


If you want to have the this minister and all their related ministers added to the *Others to Minister With* list, select *Yes*. If you mistakenly selected this person, select *No*.

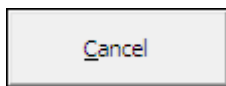
When you have made changes for the selected minister, select the *OK* button. Remember that you need to select *OK* or *OK and Edit Another* after each ministry for which you edit them.



Or, if you want to modify more than one minister, select *OK and Edit Another* rather than *OK*. Your changes will be saved and you will be given the opportunity to edit another minister. Remember that you need to select *OK* or *OK and Edit Another* after each ministry for which you edit them, so the *OK and Edit Another* button is a good way to make changes to multiple ministries for the same person.

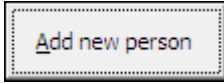


If you don't want to save any of the selections you made, select *Cancel*.



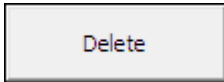
Adding a New Minister

If you want to add a new minister rather than editing an existing minister, select the *Add new person* button. Once you do so, you can enter information about the person and assign them to a ministry and a mass. You can also identify them to minister with one or more other people. Remember that you need to select *OK* or *OK and Edit Another* after each ministry to which you assign them.

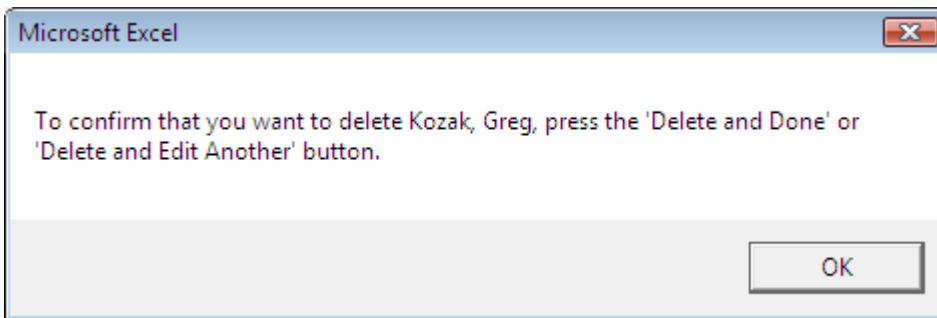


Deleting an Existing Minister

If you want to delete a minister from the program, select the *Delete* button.



You will see a dialog box asking you to confirm the deletion by selecting either the *Delete* or the *Delete and Edit Another* button:

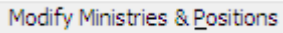


These two buttons will only appear after you select the *Delete* button



Configuring Ministries and Positions

To add a new ministry, to edit an existing ministry, or to add an announcement on the schedules for a specific ministry, select the *Modify Ministries & Positions* tab.

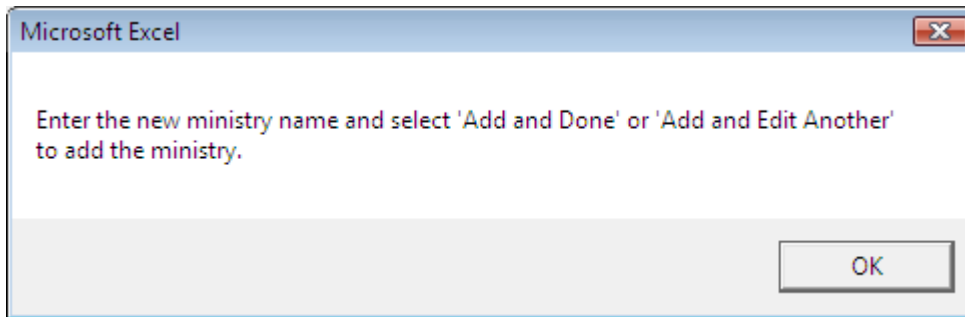
A rectangular button with a thin border and a light gray background, containing the text "Modify Ministries & Positions".

Adding a new ministry

To add a new ministry to the list (note that currently the program only allows for a maximum of 6 ministries), select the *Add New Ministry* tab

A rectangular button with a thin border and a light gray background, containing the text "Add New Ministry".

You will see a dialog box telling you to enter only the Ministry Name and then to select either *Add and Done* or the *Add and Edit Another* button:



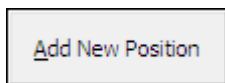
Once you've added the ministry name, you can add positions, one at a time, for the new ministry.

Adding new positions to a ministry

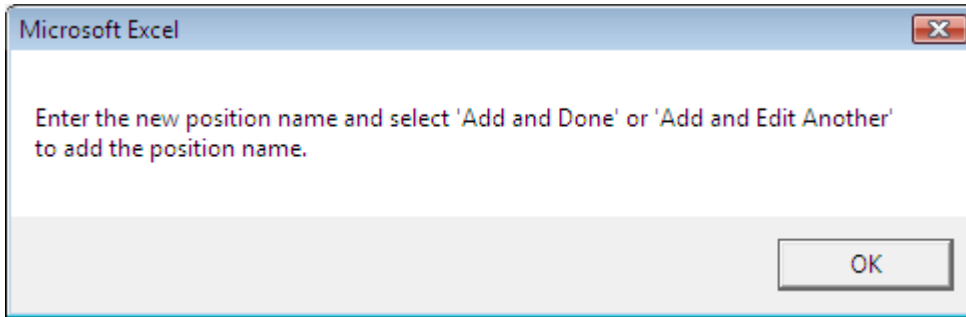
To add a new position to an existing ministry, first select the ministry name from the *Select Ministry* drop down list.

A screenshot of a "Ministry Information" form. It features a "Select Ministry:" label followed by a dropdown menu with "Lectors" selected. Below this is a "Ministry Name:" label followed by a text input field containing "Lectors".

Next, select the *Add New Position* button

A rectangular button with a thin border and a light gray background, containing the text "Add New Position".

You will see a dialog box telling you to enter the new *Position Name*



Once you have entered the name of the position, look at the *Mass Availability* section and choose which masses the ministry position is available. Typically you will select all masses, but for some ministries, such as Eucharistic Minister, the number of positions needed will vary by mass:

Ministry Information	Mass Availability
Select Ministry: Eucharistic Ministers	<input checked="" type="checkbox"/> 5:00pm
Ministry Name: Eucharistic Ministers	<input checked="" type="checkbox"/> 7:30am
	<input checked="" type="checkbox"/> 9:00am
	<input checked="" type="checkbox"/> 10:30am
	<input type="checkbox"/> 12:00pm

When you have added the new position, select *Add and Done* if you have no more positions to add, or select *Add and Edit Another* if you want to add more positions.



Editing an existing ministry or position

There are several things you may want to change or configure once a ministry is set up.

*If you want to change the name of a ministry, or change the name of an existing position, first select the ministry to be modified. Then modify the name of the ministry in the *Ministry Name* field.*

Ministry Information
Select Ministry: Lectors
Ministry Name: Lectors

If you want to change the name of a position, you must first select a ministry for which that position exists. Then, select the position to be modified, and then modify the name of the position in the *Ministry Name* field.

The screenshot shows two main sections: "Ministry Information" and "Position Information".

- Ministry Information:** Contains a "Select Ministry:" dropdown menu with "Eucharistic Ministers" selected, and a "Ministry Name:" text input field also containing "Eucharistic Ministers".
- Position Information:** Contains a "Select Position:" dropdown menu with "CC" selected, and a "Position Name:" text input field also containing "CC".

To the right of these sections is a "Mass Availability" section with a list of times and checkboxes:

- 5:00pm
- 7:30am
- 9:00am
- 10:30am
- 12:00pm

If you want to change the masses at which a position is available, you must first select a ministry for which that position exists. Then, select the position to be modified, and then modify the masses at which the position is available by selecting or deselecting checkboxes in the *Mass Availability* section of the screen.

If you are sending schedules via e-mail and want to have a ministry-specific cover letter sent along with the schedule, you must identify the file that contains the cover letter. This feature provides a way to share more information with the ministers of a specific ministry than is available on the schedule page alone.

To identify the cover letter to be used for the ministry, first select the ministry for which you want to identify a cover letter. Next, in the *Message Options* section of the screen, select the *Select Cover Letter* button and use the resultant dialog box to select your cover letter.

If you want to remove a cover letter from being used when you e-mail the schedule, select the *Delete* button in the *Message Options* section of the screen.

The screenshot shows the "Message Options" section with the following elements:

- Two buttons: "Select Cover Letter" and "Delete".
- A text field containing the file path: "C:\Temp\bball.xls".

If you want to have a ministry-specific announcement on the schedule itself, you can do so by entering it in the *Message Options* area below *Ministry-specific announcement text*. This is best used for brief messages that are of consistent value to the ministry. An example might be a reminder for Eucharistic Ministers to place the cup in a specific location after communion, etc.

This screenshot shows the "Message Options" section with an additional text input field:

- Buttons: "Select Cover Letter" and "Delete".
- Text field: "C:\Temp\bball.xls".
- Section header: "Ministry-specific announcement text (appears near top of schedule)".
- Text input field containing the example text: "Announcement text for Lectors".

This text will appear on the ministry schedule below the generic message for all ministries as shown in this example:

Lectors Schedule: 7:30am Mass, 04-19-09 to 07-12-09

Please remember that it is your responsibility to find a replacement for your position if you are unable to minister according to the schedule.

Announcement text for Lectors

Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12
---------------	------	------	-----	------	------	------	------	-----	------	------	------	-----	------

Once you have made any of these changes, select *OK* or *OK and Edit Another* if you want to keep your changes, or *Cancel* if you want to ignore them.

OK

OK and Edit Another

Cancel

Deleting a Position or Ministry

Deleting a Ministry or Position is similar to deleting other items as described on previous pages. However, since there are both ministries and positions on this screen, there are some items to watch.

If you want to delete a ministry, select the ministry in the *Ministry Information* section of the screen. Leave the *Position Information* blank. Then select the *Delete* button.

Delete

You will see a dialog box asking you to confirm the deletion by selecting either the *Delete* or the *Delete and Edit Another* button:

Microsoft Excel

To confirm that you want to delete the Lectors ministry, press the 'Delete and Done' or 'Delete and Edit Another' button.

OK

These two buttons will only appear after you select the *Delete* button

Delete and Done

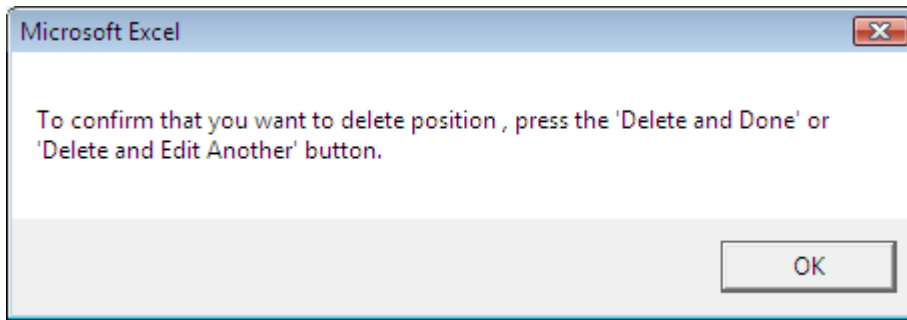
Delete and Edit Another

If you want to delete a position, select a ministry for which that position exists, and then select the ministry you wish to delete.

Then select the *Delete* button.

Delete

You will see a dialog box asking you to confirm the deletion by selecting either the *Delete* or the *Delete and Edit Another* button:



These two buttons will only appear after you select the *Delete* button



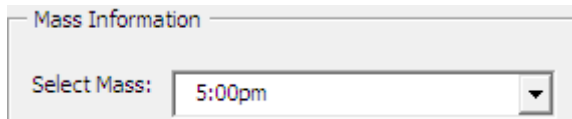
Configuring Masses

To add, edit or delete a mass, select the *Modify Masses* tab.

Modify Masses

Editing a Mass

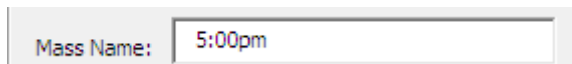
You can edit the name (time) of a mass and the positions in each ministry associated with that mass. First select the mass you would like to edit.



Mass Information

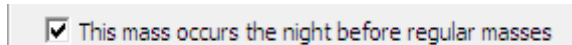
Select Mass: 5:00pm

If you would like to change the name/time of the mass, enter the new name/time in the *Mass Name* text box:



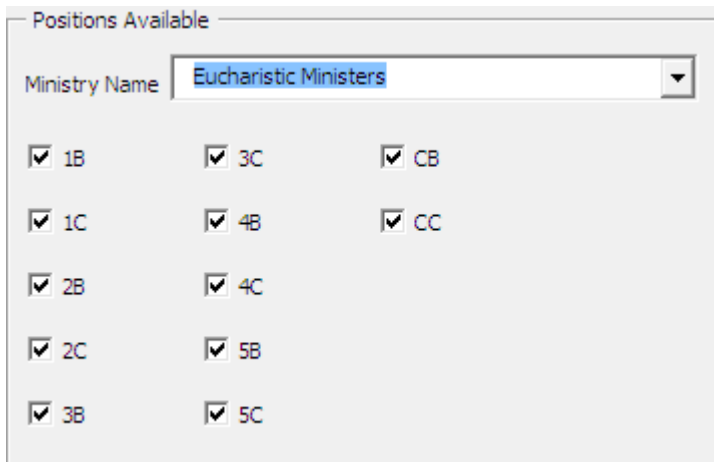
Mass Name: 5:00pm

If the mass occurs on the eve of the normal celebration, select *This mass occurs the night before regular masses*.



This mass occurs the night before regular masses

If you want to edit which positions in a ministry are associated with the mass, select the *Ministry Name* in the *Positions Available* area of the screen. Then select or deselect ministries as appropriate.



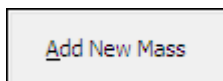
Positions Available

Ministry Name: Eucharistic Ministers

<input checked="" type="checkbox"/> 1B	<input checked="" type="checkbox"/> 3C	<input checked="" type="checkbox"/> CB
<input checked="" type="checkbox"/> 1C	<input checked="" type="checkbox"/> 4B	<input checked="" type="checkbox"/> CC
<input checked="" type="checkbox"/> 2B	<input checked="" type="checkbox"/> 4C	
<input checked="" type="checkbox"/> 2C	<input checked="" type="checkbox"/> 5B	
<input checked="" type="checkbox"/> 3B	<input checked="" type="checkbox"/> 5C	

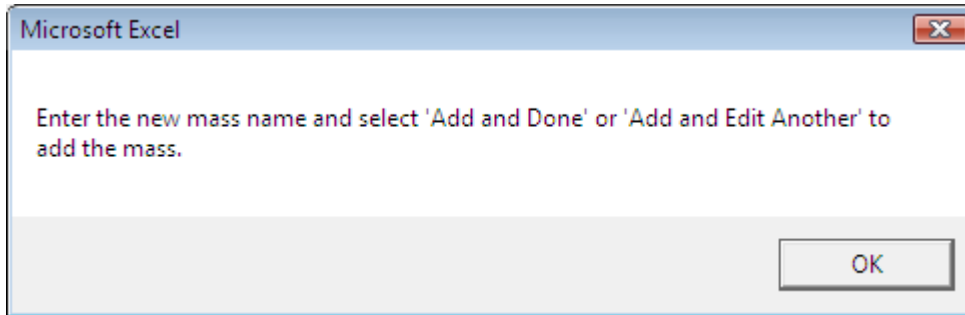
Adding a Mass

Select the *Add New Mass* button.

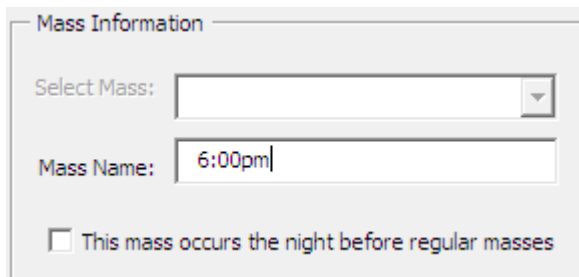


Add New Mass

You will see the following dialog box:



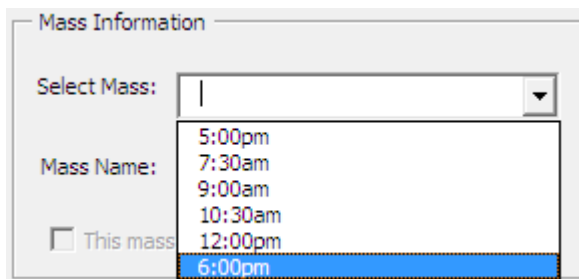
And you will only be able to enter in the *Mass Name* (time) and whether it is a vigil mass.



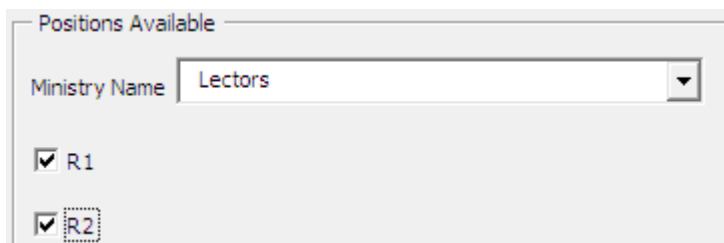
Select *Add and Done* or *Add and Edit Another*. You will probably want to select the latter so that you can associate ministry positions with the mass.



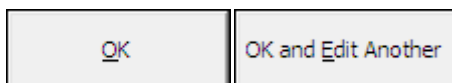
To associate ministry positions with the mass, you will then need to edit each ministry associated with the mass. First select the mass to be edited from the *Select Mass* list



The go through each ministry and select which positions are available at that mass:

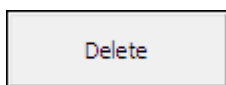


After each ministry, select *OK* or *OK and Edit Another*, only the ministry displayed on the screen will be saved when you select either of these options.

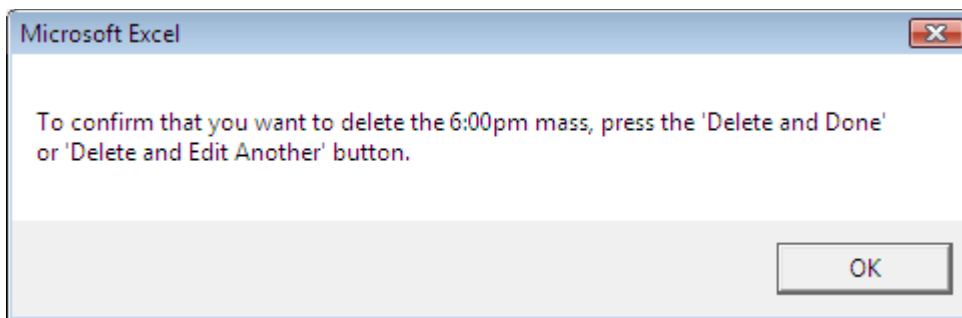


Deleting a Mass

If you want to delete a mass from the program, first select a mass and then select the *Delete* button.



You will see a dialog box asking you to confirm the deletion by selecting either the *Delete* or the *Delete and Edit Another* button:



These two buttons will only appear after you select the *Delete* button



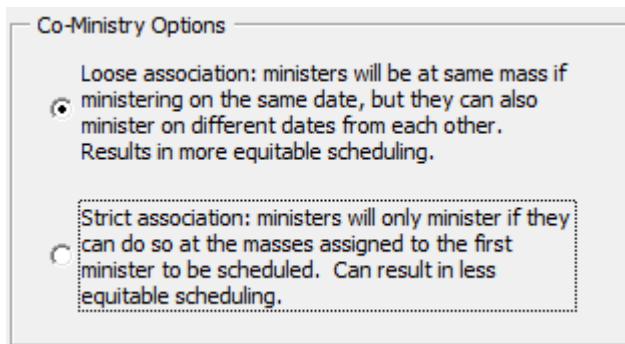
Configuration Settings

There are a large number of configurable settings in the program to assist you with customizing its behavior for your needs.

Scheduling Options

Select **Configuration Settings** and then **Scheduling Options**

Oftentimes many family members are involved in liturgical ministries. Sometimes they get scheduled at different masses on the same day, causing some added burden for those families. The program has an option to ensure that related ministers can minister together. These are all located in the *Co-Ministry Options* section of the screen.



Loose association: with this setting, the program will try to coordinate the schedule so that related ministers serve at the same masses; however, it will not do so if those ministers would end up serving more frequently than other ministers in their ministry. Sometimes ministers will serve on different dates from each other.

Strict association: with this setting, the program will first schedule one of the related ministers (based on the order in which ministries get scheduled) and then will only allow related ministers to serve at the masses for which that first minister has been scheduled. Ministers will therefore not serve on different dates from each other, but they may not serve as frequently as others in their ministry.

Here is an example of how the program avoids conflicts for a heavily involved minister. This person is involved in 4 ministries, 2 of which take place during 2 different masses. Notice how she is never scheduled for more than one mass or ministry per date. *Note that for heavily involved ministers, the need to schedule them frequently across **all** ministries may mean that they serve in a **particular** ministry less frequently than others in that **particular** ministry.*

Eucharistic Ministers Schedule: 12:00pm Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay											5B

Eucharistic Ministers Schedule: 9:00am Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay				5C			CC			CC	

Lectors Schedule: 9:00am Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay					R2						

Childrens Liturgy of the Word Schedule: 9:00am Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay	Rdr					Ldr					

Mass Coordinators Schedule: 12:00pm Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay		MC									

Mass Coordinators Schedule: 9:00am Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay									MC		

On this same page, you can select whether you want to include Christmas and Easter on your schedule. Many parishes have a different mass schedule on Christmas and Easter and ministers sign up for those masses rather than being assigned for those masses. If this is true in your parish, then select these options. When the schedule is generated, Christmas and Easter will automatically be skipped on the schedule.

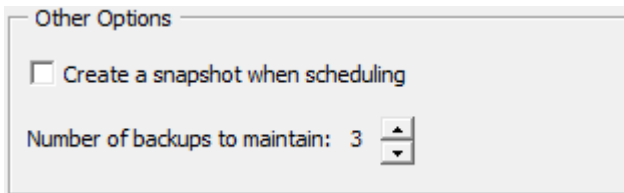
Holidays

Don't include Easter on the schedule

Don't include Christmas on the schedule

Finally, there are two important options you can use to protect your data. The first is to create a snapshot when creating a schedule. A “snapshot” is like taking a picture of your data. When you create a snapshot, you take a picture of all the minister data in the program, similar to a quick backup. The program can be configured to take a snapshot automatically before a schedule is run. That way, if the schedule is unsatisfactory for any reason (e.g. a last minute call by a minister who can’t serve on a day they’ve been scheduled on), you can restore the snapshot (See Configuration/Maintenance), re-run the schedule and preserve the rotation for all ministers.

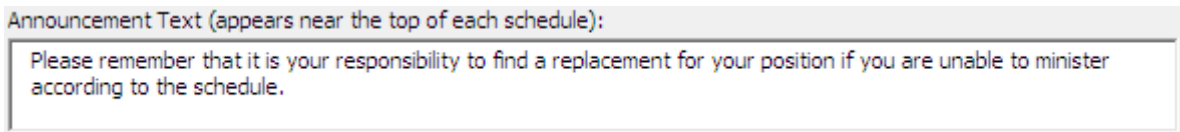
The second option configures how many backup copies of the Liturgical Ministry Scheduler to keep. The default is 3, but the number can be changed to be any value from 0 to 99. If the value is greater than 0, the program will automatically create a backup copy whenever it is started. That way any changes that are made can be “undone” by opening a backup copy prior to those changes. Backup copies are stored in the same folder as the main Liturgical Ministry Scheduler, but they have the text “Backup #” appended to the end of their name (where # is the number of the backup copy, on a rotational basis).



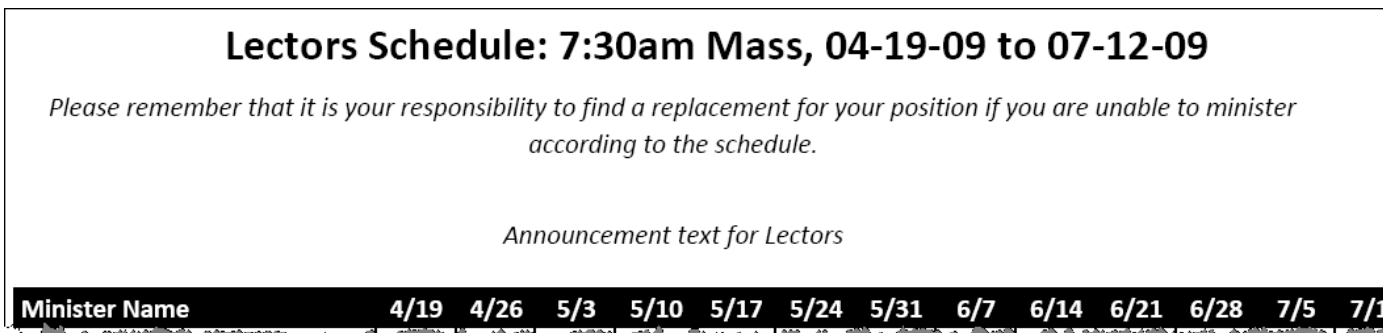
Reporting Options

Select **Configuration Settings** and then **Reporting Options**

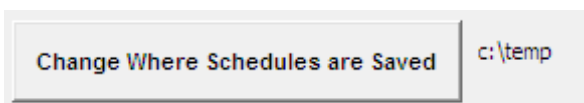
The first option available is for the general announcement text that will appear on every schedule regardless of ministry. This text is helpful for common information you want all ministers to know or be reminded of. Type in the desired text under the *Announcement Text* section on the screen.



This text will show up near the top of each schedule:



You can select the folder into which you want all schedules saved. You may want to use Windows to create a special folder first, and then select the *Change Where Schedules are Saved* button to select the location where you would like to store your ministry schedules. The selected directory will appear to the right of the button for future reference.



A number of reporting options are also available.

Save a copy of file in PDF format. To save a copy of the files in a PDF format, select *Save a copy of file in PDF format*. Please note that this option requires that you are running Excel version 2007 or later. This is because these versions include an option to save in the PDF format whereas earlier versions do not. Also note that this functionality is not installed with Excel by default. You need to go out to the Microsoft web site to download this feature. That web site can be found by entering *Excel 2007 save as PDF* in a browser search bar. Please ensure you download this tool from the Microsoft (www.microsoft.com) web site rather than another web site.

Once this feature is installed, files will be saved and sent both in Excel format and PDF format. It is recommended that you use this feature if possible since many ministers will not be able to read Excel 2007 files on their computers.

Save a copy of file in PDF format (requires Excel 2007 or later)

Save each mass schedule in a separate file. To save and send files for each mass and ministry, select *Save each mass schedule in a separate file*. If this item is not selected, the program will save the schedules with each ministry's mass schedules in a separate file. If you are planning on e-mailing schedules to ministers, it is recommended that this item be selected to avoid bulk mailings that may be interpreted as spam by e-mail providers.

Save each mass schedule in a separate file instead of each ministry in a separate file.

Show other ministry commitments on schedule . For ministers involved in more than one mass or ministry, it may be helpful for them to see their entire ministry commitment on each schedule. Selecting *Show other ministry commitments on schedule* will allow them to see all their commitments from any one of their ministry schedules.

Show other ministry commitments on schedule

With this item selected, a sample schedule would show all commitments for that minister, with the current ministry and mass commitment in larger type and other ministry and mass commitments in smaller, italicized type.

Minister Name	7/12	7/19	7/26	8/2	8/9	8/16	8/23	8/30	9/6	9/13	9/20	9/27
Beckman, Scott		MC	<i>*10:30 5C</i>		<i>*10:30 R2</i>		MC		<i>*10:30 2B</i>		<i>*10:30 R1</i>	MC

Compare this to a schedule that only shows the current ministry and mass commitment:

Minister Name	7/12	7/19	7/26	8/2	8/9	8/16	8/23	8/30	9/6	9/13	9/20	9/27
Beckman, Scott		MC					MC					MC

Create All Ministers Report. It may be helpful to have a report listing all ministers and their commitments. Select *Create All Ministers Report* to do so. This report will be found in the file called *Liturgical Ministers Schedule...* file, where ... represents the date range for the schedule.

Create All Ministers Report

This report will list every minister and their commitments for the scheduled period ...

Minister Name	7/12	7/19	7/26	8/2	8/9	8/16	8/23	8/30	9/6	9/13	9/20	9/27
Apuli, Carl				*10:30 2CS						*10:30 4C		
Apuli, Reminita				*10:30 3C						*10:30 2CS		
Aquino, Adrian									*10:30 A1	*7:30 A2		
Arcibal, Bernice	*12:00 5B										*12:00 3C	
Bader, Joanne		*10:30 R2						*10:30 R1				
Barta, Ann		*5:00 4B		*5:00 CB		*5:00 2B			*5:00 4C			*5:00 3C
Beckman, Lexi					*10:30 A1	*7:30 A2						
Beckman, Scott		*10:30 MC	*10:30 5C		*10:30 R2		*10:30 MC		*10:30 2B		*10:30 R1	*10:30 MC

as well as list all contact and *Ministers With* information for each minister.

Contact Information	Phone	E-Mail	Ministers With
Apuli, Carl		minicarlica@comcast.net	
Apuli, Reminita		minicarlica@comcast.net	Apuli, Carl
Aquino, Adrian	847-546-0927		
Arcibal, Bernice		bernice.arcibal@va.gov	
Bader, Joanne	223-0963	jbader451@hotmail.com	
Barta, Ann		atb2120@comcast.net	
Beckman, Lexi	847-223-1572		Beckman, Teresa; Beckman, Scott
Beckman, Scott	223-1572	beckman.s@sbcglobal.net	Beckman, Teresa; Beckman, Lexi

Sort tabs by mass rather than ministry. The program always saves a consolidated schedule list as well as the separate files (either for each mass or by ministry). This consolidated schedule is in the file called *Liturgical Ministers Schedule...* file, where ... represents the date range for the schedule. In that schedule, the tabs are sorted by ministry and then mass time as a default. If you would prefer that they be sorted by mass time and then ministry, select this option.

Sort tabs by mass rather than ministry

In addition, the program can create an audit sheet which makes note of certain configurations for ministers that might be problematic. To create an audit sheet, select one or more of the Audit Options available. A quick explanation of each option follows:

Audit if not serving in any ministries: identifies ministers who are not configured to serve in any ministry. These are sometimes “orphan” ministers who got removed from serving in a ministry but never got removed from the program. An easy way to get rid of these ministers is to use the *Configuration/Maintenance/Remove people not assigned to a ministry* checkbox.

Audit if serving in multiple ministries: in some rare cases, parishes do not wish ministers to serve in 2 ministries (note, this is different than serving in two ministries during the same liturgy, which the program automatically avoids). This checkbox will cause the audit to list any minister who is in 2 or more ministries.

Audit if serving at multiple masses: as a way to check against data entry errors, you might wish to see if ministers are serving at different masses. This might be according to the ministers wish, but sometimes data entry errors set someone up at 2 different masses when that was not the preference of the minister.

Audit consistency across related ministers: This is an important option if you are using co-ministry options that schedule people to minister together. In those cases, if related ministers do not serve at at least one common mass, one or more of them will never get scheduled (because it will be impossible for them to minister together).

Audit potential related ministers: This option can help you determine whether you accidentally forgot to indicated 2 or more related ministers. It simply looks for ministers with the same last name and notes that there is a possibility that those ministers might be related to each other. It can be used simply as a data entry check.

Audit if not on expected schedules: This option looks to see if someone who is scheduled to serve in a ministry actually gets on the ministry schedule for that ministry. This is one more way to check to ensure that there aren't data entry conditions that make it impossible to schedule a minister in a ministry (such as the consistency across related ministers option above). Of course, if your parish has a large number of ministers available a particular ministry, this might be that this is a common occurrence.

Audit Options	
<input checked="" type="checkbox"/> Audit if not serving in any ministries	<input checked="" type="checkbox"/> Audit consistency across related ministers
<input checked="" type="checkbox"/> Audit if serving in multiple ministries	<input checked="" type="checkbox"/> Audit potential related ministers
<input checked="" type="checkbox"/> Audit if serving at multiple masses	<input checked="" type="checkbox"/> Audit if not on expected schedules

E-Mail Options

Select [Configuration Settings](#) and then [E-Mail Options](#)

There are many elements that can be configured with E-Mail. One of the powerful aspects of the program is its ability to automatically send the schedules out to all ministers. That means it's also one of the most dangerous if not used right since you might inadvertently send an e-mail when you're only testing the program! I know because it's happened to me. ☺ To help avoid issues with e-mail, by default the program is set up in "Test E-Mail" mode which means it will display the e-mail that gets created, but it will actually send it.

Send schedules out via E-mail once generated. To configure the program to send schedules via e-mail, select this option.

Send schedules out via E-mail once generated

Note that it is recommended that you select *Save each mass schedule in a separate file* if you are going to e-mail schedules. Doing otherwise may result in e-mails being sent to a large number of people at one time. Doing so too frequently may mistakenly identify your computer as a spam distributor and some of the e-mails may get blocked by e-mail providers. It is better to send targeted e-mails rather than bulk e-mails.

Once this option is selected, many of the other options on the page will be made available.

Test e-mail only, do not send. The first time you set up e-mail, make sure this check box is selected. This will enable you to test all your e-mail settings before you actually send e-mails to ministers.

Test e-mail only, do not send

In addition, you may way to keep this check box selected even after you are done testing. Some people want to check and / or edit each e-mail message before it gets sent. This option will allow you to review each e-mail and then manually send it.

Print schedules for ministers without e-mail addresses. If you have some ministers who do not have e-mail addresses, this option will automatically print schedules for those ministers. It will highlight their name on the schedule so that it is easy to determine who gets the schedule. This will save time when generating schedules – those with e-mail will get their schedule electronically, others will automatically have their schedules printed out for manual distribution.

Print schedules for ministers without e-mail addresses

I use a full version of Microsoft Outlook. This option is highly recommended. Microsoft Excel integrates well with Outlook, but may not integrate as well with other e-mail clients. If you use the full version of Microsoft Outlook for your e-mail, simply select the check box for *I use a full version of Microsoft Outlook*.

I use a full version of Microsoft Outlook (recommended)

E-Mail CC recipients. You may wish to copy certain people when schedules are e-mailed. To do so, enter the e-mail addresses of those individuals in the text box underneath *E-Mail CC recipients*.

E-Mail CC recipients (separate with semi-colon):
JaneDoe@myemail.com; JoeBlow@youremail.com

E-Mail Body Text. If you would like to have some text included in the body of your e-mail message to ministers, enter it in the text box underneath *E-Mail Body Text*.

E-Mail Body Text:
Attached is the upcoming ministry schedule. If you have trouble viewing the Adobe PDF file, please download the latest version of the Adobe Reader from <http://get.adobe.com/reader/>.

Attachments to Include. You can select whether you want recipients to receive the schedules as an Excel worksheet or an Adobe PDF, or both.

Attachments to include: Workbook PDF

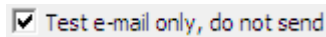
Anti-spam guards. One of the risks that you run when sending out multiple schedules to a large number of people is that you may get identified as an issuer of spam (junk e-mail). This can be caused by a number of factors, including sending URL links in your e-mail (such as a link to download the Adobe PDF reader, or a link to the parish website). You may want to limit the use of such URLs in your e-mail. In addition, you can break e-mails down into smaller delivery groups. E-mails to a large number of people can be tagged as spam. To break e-mails down into smaller groups, change the value of *Maximum number of recipients per e-mail message* to something like 20. Finally, sending a large number of different e-mails all at once can also cause you to get tagged as a spam issuer. If you use Outlook, you can trickle your e-mails out over a period of time by setting a delay interval between each e-mail. This will send one e-mail to a group of recipients, wait for a period of time, and then send the next e-mail out to the next set of recipients. To configure this, change the value of *Delayed delivery interval in minutes (Outlook Only)* to something like 10.

Maximum number of recipients per e-mail message: 10000
Delayed delivery interval in minutes (Outlook Only) 0

Using Other E-Mail Programs

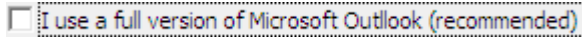
It is strongly recommended that you use the full version of MS Outlook in order to avoid errors when sending e-mail. However, if you cannot use MS Outlook, please complete the following information in order to enable e-mail functionality.

The first time you set up e-mail, make sure the check box is selected for *Test e-mail only, do not send*. This will enable you to test all your e-mail settings before you actually send e-mails to ministers.



In addition, you may want to keep this check box selected even after you are done testing. Some people want to check and / or edit each e-mail message before it gets sent. This option will allow you to review each e-mail and then manually send it.

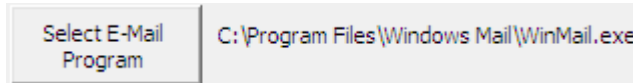
Next, deselect the check box that reads *I use a full version of Microsoft Outlook*.



If you use *Windows Mail* for your e-mail program, the default settings below are already set for you to use. You should now be able to select *OK* and you're all set.

If you use an e-mail program other than MS Outlook or Windows Mail, you need to perform the following steps:

First select the button that reads *Select E-Mail Program* and find the file name that starts your e-mail system.



You can find out the name and folder where this exists by selecting the *Start Menu* in the lower right corner of your computer screen and finding the program in the list of applications that appear. However, instead of clicking on the program with the left mouse button, click on it with the right mouse button and select *Properties*. There should be a line in the dialog box that appears which reads *Target* and then contains the name and location of your program.



Next, identify the keystrokes that are needed to perform the requested tasks in your e-mail program and enter them into the Liturgical Ministry program dialog box keeping the following information in mind:

In order to send e-mail, please enter the keystrokes used within your e-mail program to perform the following tasks. Please use the following format when entering special keys (for example, the keystrokes for Alt-File-New-Message would be %fnm):

- {TAB} tab key
- ~ Enter key
- % Alt key
- ^ Ctrl key
- + Shift key
- {DOWN}, {UP}, {LEFT}, {RIGHT} Arrow keys
- {F1} through {F12} Function keys

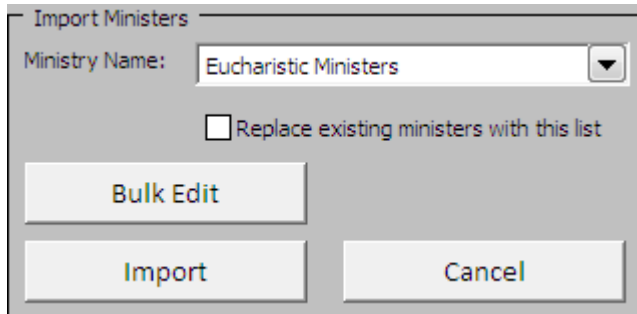
Keystrokes to create new message	%fnm
Keystrokes to get to "To:" line	
Keystrokes to get to "CC:" line	{TAB}
Keystrokes to get to "Subject" line	{TAB}
Keystrokes to get to "Body" text	{TAB}
Keystrokes to add an attachment	%ia
Keystrokes to send the message	%s

Bulk Editing Ministers

Select **Configuration Settings** and then **Import Ministers**

Instead of adding ministers one at a time, it is possible to add them in bulk. **Note, it is not possible to edit existing minister names in bulk.**

You will be taken to a screen that looks very much like a spreadsheet page. In the upper lefthand corner, you will see several options



You can only edit one ministry at a time. So first select the *Ministry Name* that you wish to import or edit in bulk. If the ministry does not show up in the drop down box it has not been entered into the program. Select *Cancel* and then follow the instructions for adding a ministry.

Once you have selected the ministry, you can either add new ministers to the list of available ministers for the ministry (called *Import*) or you can edit the existing list of ministers in bulk (called *Bulk Edit*)

The *Replace existing ministers with this list* check box allows you to delete all existing ministers in the selected ministry and replace them with the ministers on the page. It should only be used if you want to entirely delete all existing ministers in that particular ministry. There are uses for this feature, but note that it should be used with caution.

Importing Ministers

If you are interested in *Importing* ministers, type in their information or paste it in from a list you have. Once the ministers are entered, select the *Import* button.

Please note the explanatory text on the *Import Ministers* page.

- To perform a bulk import of ministers, fill out this sheet and press the "Import" button on the left. If the proper ministry name is not available or if the proper masses are not listed, select "Cancel" and use the "Modify Ministries and Positions" or "Modify Masses" tabs to set these up.
- To indicate which mass(es) the person can minister at, please enter a number between 0% and 100% indicating the frequency with which they can serve at this mass: 100% indicates that they can serve at the selected mass whenever needed; 50% indicates that they can serve at the selected mass only half as frequently as the rest of the ministers at that mass, etc.
- If you want to configure some ministers so that they do not serve in certain positions, enter "No" for those respective position names for that minister. Otherwise, you can leave the Positions columns empty – you do not need to fill out "Yes" for positions for new ministers, the program assumes that they can serve in all positions for their selected ministries.

For a clearer explanation of the above paragraph see the section titled Configuring Ministers/Understanding the Percent Available Feature earlier in this document.

Bulk Editing Ministers

If you want to make changes to a lot of ministers at once, *Bulk Edit* can help you do so more efficiently than the *Modify Ministers* tab. Please note that *Bulk Edit* does not allow you to delete or rename ministers *en masse*. It should only be used to change phone numbers, e-mail addresses, and mass availability for existing ministers. If you want to delete a batch of ministers (for example, Altar Servers often cease serving after a certain age), use the *Configuration Settings / Maintenance* option for bulk deletes.

To *Bulk Edit* ministers, first select the ministry to which they belong and select the *Bulk Edit* button. All ministers in that ministry will populate the screen. Now you can make the changes to phone numbers, e-mail addresses, mass availability, and position availability that you wish. When you are done, select the *Import* button and your changes will be saved in the program.

You can add new ministers at the same time that you bulk edit existing ministers. Just add the new ministers at the first empty row after the list of existing ministers whom you are bulk editing.

Deleting Ministers

It is also possible to delete ministers *en masse*. See the section entitled *Configuration Settings / Maintenance* for details.

Maintenance

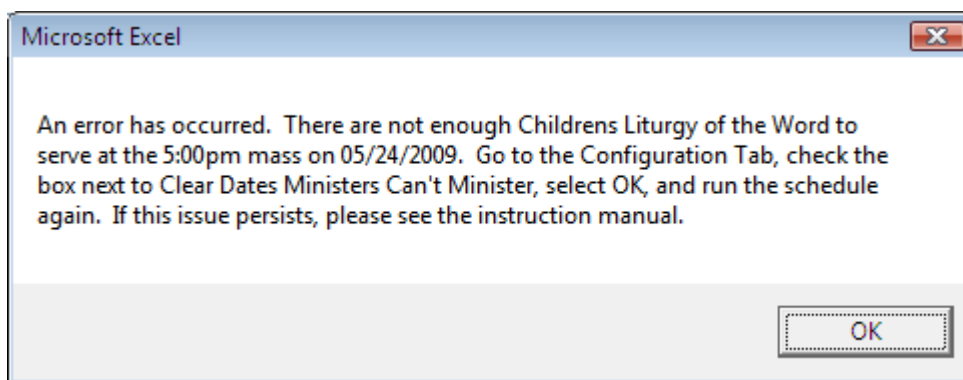
Select **Configuration Settings** and then **Maintenance**

You can perform some very powerful actions on the data stored in the program. Use these options with extreme caution.

Remove people not assigned to a ministry. Over years of use, it will be likely that you will have people in the program who are no longer actively ministering in any ministries. This can happen when you remove people from ministries rather than deleting them from the program. This is a good best practice because often times people leave one ministry only to join another. However, occasionally you may wish to clear the program. Selecting this option will delete them from the program.

Creating and Restoring a Snapshot. A “snapshot” is like taking a picture of your data. When you create a snapshot, you take a picture of all the minister data in the program, similar to a quick backup. A best practice use of this feature is to take a snapshot before you perform any modification of ministers: adding, deleting, modifying. Then, if you notice that you made a modification you didn’t want, you can restore the snapshot and the minister data will again appear as it did before you made your changes. In addition, the program can be configured to take a snapshot automatically before a schedule is run. That way, if the schedule is unsatisfactory for any reason (a last minute call by a minister who can’t serve on a day they’ve been scheduled on), you can restore the snapshot, re-run the schedule and preserve the rotation for all ministers.

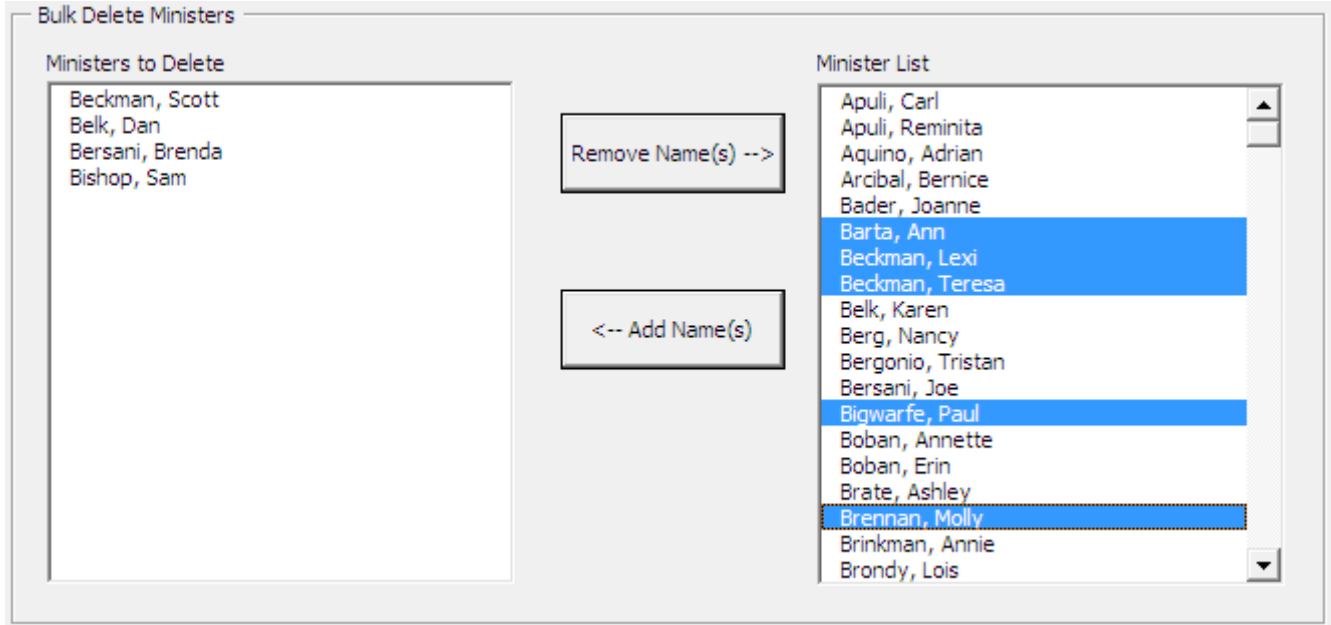
Clear Dates Ministers Can’t Minister. This is the most common function you will use on this page. If you have tested a schedule for the same dates a few times, the program will have a hard time finding ministers who are available on each date (since it saves dates on which they have ministered and won’t schedule them on that date again). To clear this situation, select this check box and then select *OK*. You’ll know you’re in this situation when the following error message appears:



Reset last time each minister served. If you have tested schedules and want to get back into a pristine condition, this button will reset all ministers as if they had never ministered, meaning that those on the top of the list will get scheduled first. The option above this merely resets the dates on which they have served, but not the last time they ministered which is used for ordering who the next available minister is for scheduling.

Reset Entire File (CAUTION). As the name indicates, this is the most powerful maintenance item in the program. It will entirely delete all information particular to a parish. It is helpful if you have received this program from another parish and want to enter your own parish’s information. By selecting this option, all mass time, ministry, position, and minister information will be removed and you will be prompted to go through the *New Setup Wizard*.

Bulk Delete Ministers. Occasionally you may need to delete a large number of ministers at the same time. This most often happens in ministries like Altar Servers where ministers cease ministering at a certain age or when they move from one grade to another. The *Bulk Delete* option allows you to select ministers all at once and add them to the *Ministers to Delete* column. To perform this function, first select all the ministers you wish to delete in the right hand *Minister List* column. Then select *Add Names* and confirm that the *Ministers to Delete* list contains only those ministers you wish to delete. Once you have confirmed this, select *OK*.

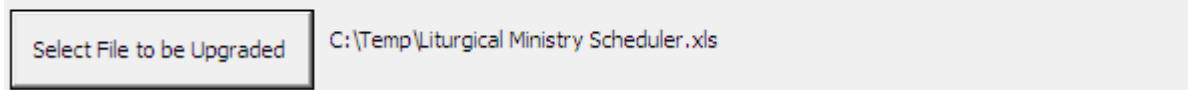


Upgrading Versions

Select **Configuration Settings** and then **Upgrade**

When new versions of *Liturgical Ministry Scheduler* come out, you will need to upgrade your current version of the tool. First, ensure that you have the new version open and that your previous version of the workbook (the one you have been using up to this point in time) is not open. Then select the *Select File to be Upgraded* button and identify the name of the file you have been using up to this point in time.

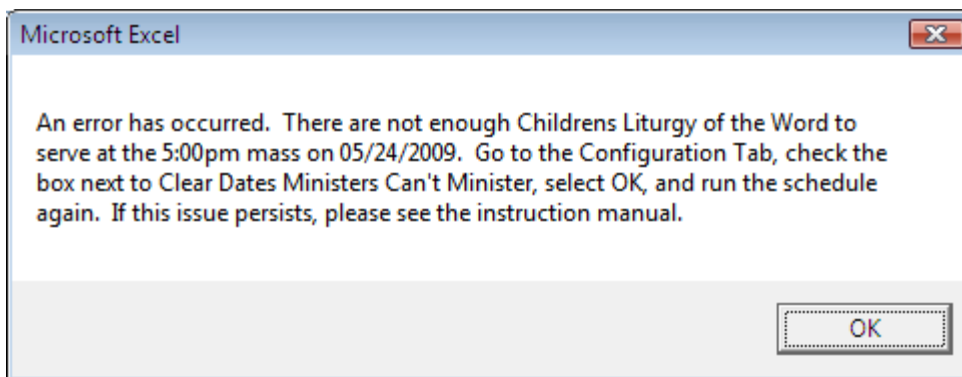
To upgrade to the latest version of Liturgical Ministry Scheduler, first ensure that you have the new version open and that your previous version of the workbook is not open. Then, click the "Select File to be Upgraded" button below.



When you select *OK*, that file will be backed up and updated with that most current version of the program.

Frequently Asked Questions

I keep getting a message telling me that “An error has occurred.”



This message can occur for one of two reasons.

- First, you may be testing the program and have run a schedule for the same ministry on the same dates more than once. If this is the case, the program remembers when people have been scheduled for a mass and prevents them from being scheduled for that mass again. Eventually, there will not be enough ministers available on that date to fill the schedule. If this is the case, simply follow the instructions and try again. The error should go away.
- Second, you may be scheduling numerous ministries at the same time, and there are some ministers in the ministry that appears in the error message who also serve in other ministries. In this case, you need first follow the instructions in the message to clear dates that ministers can't minister. Then you need to schedule ministries differently according to the instructions under the section earlier in this manual entitled *Selecting the Ministries to Schedule*.

This way, the error-prone ministry will get “first pick” for its ministers on each date, and the other ministries can pick second. The reason this error occurs is due to the logic of scheduling people and not is due to the program itself. There is no way to get around the fact that some ministries have so few people to choose from that most ministers are needed to the exclusion of other ministries.

I have Excel 2007, but I cannot create PDF files

Excel 2007 requires that the “Save as PDF” function be specially downloaded from their site before it is functional. This functionality is not installed with Excel by default. You need to go out to the Microsoft web site to download this feature. That web site can be found by entering *Excel 2007 save as PDF* in a browser search bar. Please ensure you download this tool from the Microsoft (www.microsoft.com) web site rather than another web site.

I don't like the format of the schedules. Can I change them?

Not at this time. The schedule format was based upon numerous interviews with ministry coordinators and examination of a wide range of schedules. This format combines quick navigation with a condensed format, allowing ministers to find all their scheduled dates quickly without having to scan multiple pages. If you have an idea for a better format, please send me an e-mail with your thought.

Is there a way to have e-mail body text specific to each ministry?

Not at this time. It is being considered as an enhancement.

Is there a way to create e-mails but not send them until I review them?

Yes. To set this up, go to the *Configuration* tab, and select the *E-Mail Program Configuration* button. Then select the *Test e-mail only* check box. *Test e-mail only, do not send* When you run the schedule, e-mail messages will be created, but will only be sent after you review or edit them. See the section in this manual on *E-Mail Settings* for more information.

Is there a way to print schedules double sided to save paper?

If your printer is capable of double sided printing (often called “duplex” printing), simply set it up for duplex printing as the default setting (see owner’s manual) and you’ll be all set. If it is not capable of duplex printing, there are several options, but real world testing suggests the following approach minimizes paper use and requires the least amount of effort:

- On the *Configuration Settings* tab, deselect the option for *Print schedules for ministers without e-mail addresses*.
- Run the schedules.
- Open the Excel version of each schedule (if you do not know where they are stored, look on the *Configuration Settings* tab).
- Print the schedule.
- On a duplex-capable copier, copy the schedule double sided and staple so that the *Contacts* section can be seen. Make as many copies as there are people without e-mail addresses in the *Contacts* section.
- On the *Contacts* section of each schedule, highlight the names of people who do not have an e-mail address (in other words, those for whom the e-mail column is blank). There is no need to cross-reference against any other list.
- Now you’ve got the schedules for those without e-mail addresses.
- This also allows you to create the printed schedules whenever you want without needing to synchronize it with e-mailing the schedules.

Is there a way to print schedules at some time after generating the schedules?

Yes, see the instructions under the question: “Is there a way to print schedules double sided to save paper?”

Is there a way to e-mail schedules at some time after generating the schedules?

Yes. On the *Configuration Settings* tab, select the *E-Mail Program Configuration* button and ensure that the check box is selected for *Test e-mail only, do not send*. Now when the schedules are generated, the e-mails will get created for each group of ministers, but they will not actually get sent. Go into each e-mail (which should display on your screen at the time schedules are generated) and save them as draft (If you use Outlook, select *File* and then *Save*, if you do not use Outlook, please check your e-mail program manual for instructions on how to do this). When you are ready to send the schedules, go into each draft e-mail and send it. This approach also allows you to modify the e-mails before sending if you wish.

I want to enter more Ministries than the limitation of 6.

The program currently allows only 6 distinct ministries to be scheduled. However, there is a workaround that might fit your needs. If a ministry is related to another one (for example, Choir and Cantor and Musician, etc.), you can combine the ministries as one and assign individuals to particular positions in the ministry. Here’s a full example: imagine that you want to schedule Choir members and Cantors and Musicians. You might create a single ministry called “Music Ministry” with positions for Cantor, Choir Member 1 through 10, and Musicians 1 through 5. You can then assign individuals so that they are only available for certain positions in that ministry. For example, a Cantor would set up so that they only Music Ministry position they are available for is

Cantor. The same goes for a Musician: they would be set up not to be available for the Cantor or Choir Member positions. See *Configuring Ministers* for instructions on how to assign ministers to specific positions.

Is it possible for someone to only be a substitute for a ministry?

Sometimes there are people who are eager to serve by being a substitute for a ministry, but they don't want to be scheduled into serving. To enable this, add the person and assign them to one or more ministries and masses. Then, edit the positions for each ministry so that the person is unavailable to serve in any of the positions. This way they will never get scheduled, but they'll be on the list of available ministers in case someone wants to contact them to substitute. See *Configuring Ministers* for instructions on how to assign ministers to specific positions.

Some ministers never get scheduled in a particular ministry.

This can be due to two factors, one more common than the other.

The more common situation is this. Some ministers are highly involved in multiple ministries at multiple masses. The order in which ministries are scheduled can be controlled (see *Scheduling Masses/ Selecting the Ministries to Schedule*, above) but the order in which masses are scheduled is always done from the chronologically first mass first to the chronologically last mass last. If a minister gets heavily booked through their involvement in some ministries so that there are few if any available opportunities for them to minister in subsequent ministries and masses, then the program will not be able to find an opportunity for them to minister in that latter ministry at that latter time. If this becomes an issue, it can be corrected by modifying the frequency with which the minister serves in the earlier ministries and masses to something less than 100%. For information on how to do this see the section above entitled *Configuring Ministers/ Understanding the Percent Available Feature*.

The less common situation is this. In some cases, especially when using co-ministry option number 4 (*Minister together across all ministries*) some odd situations can arise. If

- a minister is involved in more than 2 ministries, and
- if they are related to at least one other person who ministers in one but not all of the ministries with the minister, and
- if that other person ministers in 2 fewer total ministries than the minister, and
- and if that other person's name is alphabetically before the minister's, and
- if *Minister together across all ministries* is selected, and
- the shared ministry is scheduled before the non-shared ministry

then there will be cases where the minister doesn't get scheduled at all into the non-shared ministry. There are several ways to correct this situation of which the first suggestion is recommended.

1. Put a period (".") before the minister's first name. This will make them alphabetically prior to their related ministers and will resolve the issue.
2. You can schedule the non-shared ministry before the shared ministry (demote the shared ministry to schedule after the non-shared ministry); however, this may simply shift the issue to a new person in the newly demoted ministry.

In extremely rare cases, the ministers will share a common ministry but will each minister in one or more non-shared ministries (note, this means that a minimum of 3 ministries are involved: one shared, the other 2 non-shared). In this case, there is currently no perfect resolution to the issue. Try a combination of options 1 and 2 above to determine if that will fix the issue. In some cases it will, and in other cases it will not.

Ministers don't get scheduled an equal number of times at each mass.

If you are using co-ministry option 3 or 4, the program favors keeping related ministers together over scheduling all ministers equally. Typically, related ministers will serve slightly less frequently than ministers who have no relations associated with them. However, there are several things you can do to minimize this.

1. Put the ministries most likely to have couples ministering together towards the beginning of the order.
2. Put the ministries least likely to have couples ministering together towards the bottom of the order. These include ministries in which there is only 1 position, or ministries in which there are the least number of related people sharing the ministry (for example, Altar Servers are less likely to have related ministers than Lectors, since Altar Servers are typically children and only siblings would minister together whereas Lectors are typically adults and married couples often minister together).
3. Put the ministries in which it is most obvious that people are not ministering an equal number of times towards the beginning of the order. Often this will be a ministry in which there are few positions and in which couples often minister together. Lectors is a good example of this ministry.

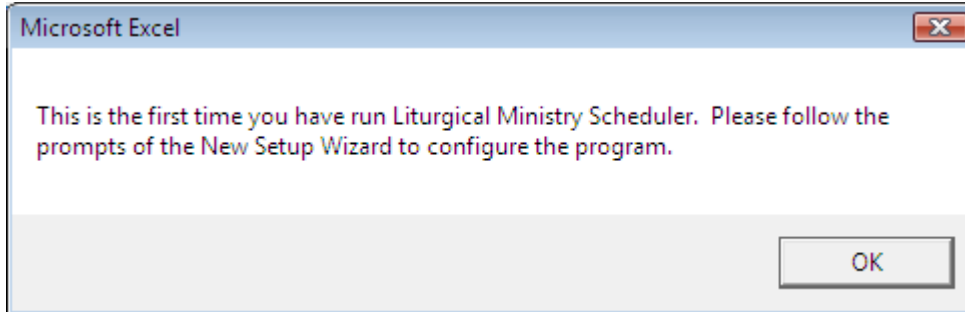
Here's an example: imagine there are 4 ministries being scheduled: Lectors, Eucharistic Ministers, Mass Coordinators/Sacristans, and Altar Servers. There are 2 Lectors per mass, 12 EMs, 1 Mass Coordinator, and 3 Altar Servers. Since there are few Lectors at each mass and many people who like to Lector, Lectors tend to serve less frequently than other ministries. Also, since many couples like to Lector, the Lector ministry would be set up to go first to allow this ministry to be scheduled without worry about when other family members are serving. Next, EMs would be selected since there are many couples who like to EM together. However, since there are more EM positions than Lector positions, EMs serve more frequently than Lectors and the EM ministry should go after Lectors in order to ensure Lectors get preferential treatment for scheduling. Next, Mass Coordinators would be selected since many Mass Coordinators are related to Lectors and EMs, but there is only 1 Mass Coordinator per mass and so it is not possible to have couples serve together in that single ministry. Finally, Altar Servers would be chosen since it is likely that there are fewer related siblings in this ministry than in other ministries where husbands and wives minister together.

I removed a Related Minister and now that minister has no one related to them.

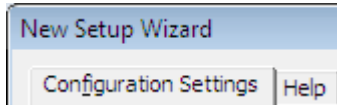
Whenever you remove someone from the *Others to minister with* list (see *Configuring Ministers/ Selecting Related Ministers*), all their related ministers will be removed as well. This is logical: if everyone in the *Others to minister with* list needs to minister together, and if you remove one of these people, then by definition, that person does not need to minister together with the people on the list. Therefore the program removes all the names that of people that person ministers with.

Appendix A: New Setup Wizard

The first time you run Liturgical Ministry Scheduler, you will be guided through a first time setup process called the *New Setup Wizard*. This process will allow you to get up and running quickly. The first screen you see will inform you that the *Wizard* is about to run.



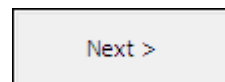
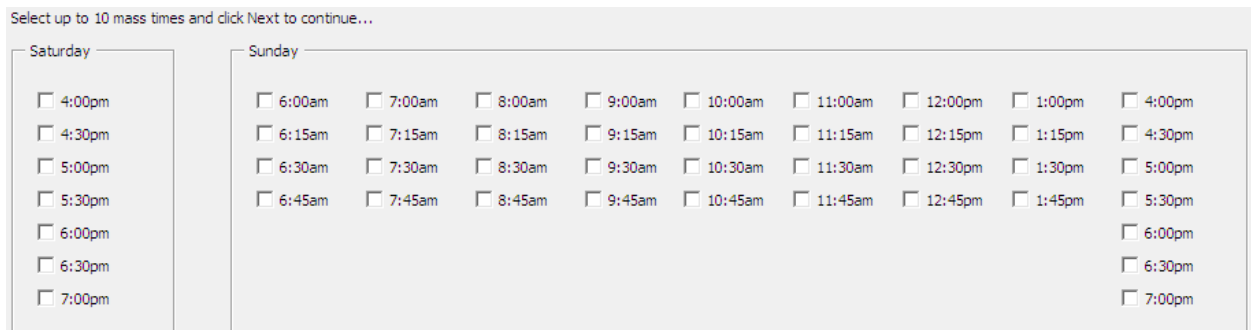
At that point, you will have the option of running the Wizard or obtaining help. If you need help, select the *Help tab* for assistance.



If you run the *Wizard*, you will be taken through 6 steps in which you will make selections that will configure the application to your needs.

Step 1: Selecting Mass Times.

A variety of mass times are pre-populated in the program and for most needs, you simply need to select the mass times that correspond with your mass schedule. If your mass schedule has a mass time that is not listed, select a mass time that is close and edit the mass after the *Wizard* completes. The program currently supports up to 10 masses on the schedule.



Once you have selected your masses, select the *Next* button. If you are not ready to configure the program, the *Cancel* button will allow you to exit until a time when you are ready for setting up the program.

Step 2: Selecting ministries.

15 ministries are pre-populated in the program and should cover most Liturgical Ministries. If a ministry is not listed, select a ministry that is close and edit that ministry after the *Wizard* completes. The program currently supports up to 6 ministries.

Along with selecting the names of the ministries you would like to include in the schedules, you must also select the number of positions that each ministry has. For example, Altar Servers typically have 3 positions, Lectors have 2, etc. For each ministry you select, you must enter the number of positions you have for that ministry. The program currently supports up to 20 positions per ministry.

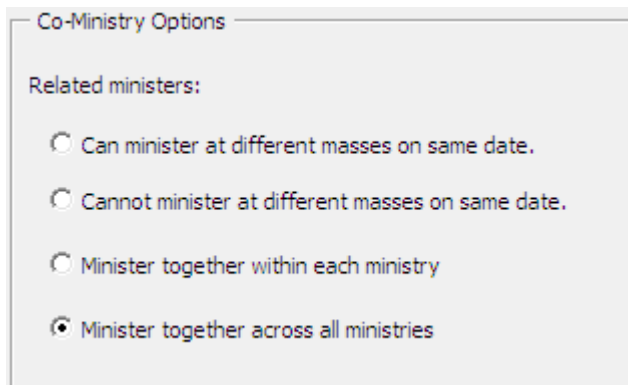
Select up to 6 ministries, enter the number of positions for each selected ministry, and click Next to continue...

Ministries					
Ministry Name	Number of Positions	Ministry Name	Number of Positions	Ministry Name	Number of Positions
<input checked="" type="checkbox"/> Altar Servers	<input type="text" value="3"/>	<input type="checkbox"/> Choir	<input type="text"/>	<input type="checkbox"/> Mass Coordinator	<input type="text"/>
<input type="checkbox"/> Audio-Visual	<input type="text"/>	<input type="checkbox"/> Commentator	<input type="text"/>	<input type="checkbox"/> Ministers to the Sick	<input type="text"/>
<input type="checkbox"/> Babysitting	<input type="text"/>	<input checked="" type="checkbox"/> Extraordinary Minister of Holy Communion	<input type="text" value="12"/>	<input type="checkbox"/> Musician	<input type="text"/>
<input type="checkbox"/> Cantor	<input type="text"/>	<input type="checkbox"/> Greeter	<input type="text"/>	<input checked="" type="checkbox"/> Sacristan	<input type="text" value="1"/>
<input type="checkbox"/> Children's Liturgy of the Word	<input type="text"/>	<input checked="" type="checkbox"/> Lector	<input type="text" value="2"/>	<input type="checkbox"/> Usher	<input type="text"/>

Step 3: Configuring Scheduling Options.

First you must select how you want to handle ministers who are related to each other.

Oftentimes many family members are involved in liturgical ministries. Sometimes they get scheduled at different masses on the same day, causing some added burden for those families. The program has an option to ensure that related ministers can minister together. These are all located in the *Co-Ministry Options* section of the screen.



Co-Ministry Options

Related ministers:

- Can minister at different masses on same date.
- Cannot minister at different masses on same date.
- Minister together within each ministry
- Minister together across all ministries

Can minister at different masses on the same date: this option does not manage when ministers are scheduled. It will allow related ministers to be scheduled at different masses on the same day. In some situations this model is desired.

Cannot minister at different masses on the same date. This is a “bare minimum” approach to ensuring that ministers do not minister at different masses on the same day. It does not attempt to schedule ministers together at a mass, but at least ensures that they are not scheduled at different masses on the same day. This option ensures that all ministers serve an equal number of times with the following exception: for heavily involved ministers, the need to schedule them frequently across **all** ministries may mean that they serve in a **particular** ministry less frequently than others in that **particular** ministry.

Minister together within each ministry. This option tries to schedule related ministers who share a ministry at the same mass when one of the ministers is scheduled to serve. It does not *guarantee* that they will serve together, but increases the chances of doing so. The only situation in which this option will not schedule related ministers together is when there are not enough available positions left to be filled by all the related ministers (i.e. there are 3 related ministers, and only 2 available positions on that date). In that case, it will still schedule as many related ministers as it can. Some unintended things start occurring when you start forcing ministers to serve together. Foremost is the fact that some ministers who do not have any related ministers may end up serving more frequently than those ministers who have related ministers. It is akin to going to the golf course without a reservation. If you are a “single” you can probably get out on the course when a threesome is playing. If you are a foursome, you will have to wait until a full tee time is available.

Minister together across all ministries. This option is similar to the *Minister together within each ministry* except that it also schedules related ministers who serve in different ministries. It has the same caveat as *Minister together within each ministry* with regards to equal scheduling.

Here is an example of how the program avoids conflicts for a heavily involved minister. This person is involved in 4 ministries, 2 of which take place during 2 different masses. Notice how she is never scheduled for more than one mass or ministry per date. *Note that for heavily involved ministers, the need to schedule them frequently across **all** ministries may mean that they serve in a **particular** ministry less frequently than others in that **particular** ministry.*

Eucharistic Ministers Schedule: 12:00pm Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay											5B

Eucharistic Ministers Schedule: 9:00am Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay				5C			CC			CC	

Lectors Schedule: 9:00am Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay					R2						

Childrens Liturgy of the Word Schedule: 9:00am Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay	Rdr					Ldr					

Mass Coordinators Schedule: 12:00pm Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay		MC									

Mass Coordinators Schedule: 9:00am Mass, 04-19-09 to 06-28-09											
Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28
Karrigan, Kay									MC		

On this same page, you can select whether you want to include Christmas and Easter on your schedule. Many parishes have a different mass schedule on Christmas and Easter and ministers sign up for those masses rather than being assigned for those masses. If this is true in your parish, then select these options. When the schedule is generated, Christmas and Easter will automatically be skipped on the schedule.

Holidays

Don't include Easter on the schedule

Don't include Christmas on the schedule

Step 4: Reporting Options.

The first option available is for the general announcement text that will appear on every schedule regardless of ministry. This text is helpful for common information you want all ministers to know or be reminded of. Type in the desired text under the *Announcement Text* section on the screen.

Announcement Text (appears near the top of each schedule):

Please remember that it is your responsibility to find a replacement for your position if you are unable to minister according to the schedule.

This text will show up near the top of each schedule:

Lectors Schedule: 7:30am Mass, 04-19-09 to 07-12-09

Please remember that it is your responsibility to find a replacement for your position if you are unable to minister according to the schedule.

Announcement text for Lectors

Minister Name	4/19	4/26	5/3	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12
---------------	------	------	-----	------	------	------	------	-----	------	------	------	-----	------

You can select the folder into which you want all schedules saved. You may want to use Windows to create a special folder first, and then select the *Change Where Schedules are Saved* button to select the location where you would like to store your ministry schedules. The selected directory will appear to the right of the button for future reference.

Change Where Schedules are Saved c:\temp

A number of reporting options are also available.

Save a copy of file in PDF format. To save a copy of the files in a PDF format, select *Save a copy of file in PDF format*. Please note that this option requires that you are running Excel version 2007 or later. This is because these versions include an option to save in the PDF format whereas earlier versions do not. Also note that this functionality is not installed with Excel by default. You need to go out to the Microsoft web site to download this feature. That web site can be found by entering *Excel 2007 save as PDF* in a browser search bar. Please ensure you download this tool from the Microsoft (www.microsoft.com) web site rather than another web site.

Once this feature is installed, files will be saved and sent both in Excel format and PDF format. It is recommended that you use this feature if possible since many ministers will not be able to read Excel 2007 files on their computers.

Save a copy of file in PDF format (requires Excel 2007 or later)

Save each mass schedule in a separate file. To save and send files for each mass and ministry, select *Save each mass schedule in a separate file*. If this item is not selected, the program will save the schedules with each ministry's mass schedules in a separate file. If you are planning on e-mailing schedules to ministers, it is recommended that this item be selected to avoid bulk mailings that may be interpreted as spam by e-mail providers.

Save each mass schedule in a separate file instead of each ministry in a separate file.

Show other ministry commitments on schedule . For ministers involved in more than one mass or ministry, it may be helpful for them to see their entire ministry commitment on each schedule. Selecting *Show other ministry commitments on schedule* will allow them to see all their commitments from any one of their ministry schedules.

Show other ministry commitments on schedule

With this item selected, a sample schedule would show all commitments for that minister, with the current ministry and mass commitment in larger type and other ministry and mass commitments in smaller, italicized type.

Minister Name	7/12	7/19	7/26	8/2	8/9	8/16	8/23	8/30	9/6	9/13	9/20	9/27
Beckman, Scott		MC	<i>*10:30 5C</i>		<i>*10:30 R2</i>		MC		<i>*10:30 2B</i>		<i>*10:30 R1</i>	MC

Compare this to a schedule that only shows the current ministry and mass commitment:

Minister Name	7/12	7/19	7/26	8/2	8/9	8/16	8/23	8/30	9/6	9/13	9/20	9/27
Beckman, Scott		MC					MC					MC

Create All Ministers Report. It may be helpful to have a report listing all ministers and their commitments. Select *Create All Ministers Report* to do so. This report will be found in the file called *Liturgical Ministers Schedule...* file, where ... represents the date range for the schedule.

Create All Ministers Report

This report will list every minister and their commitments for the scheduled period ...

Minister Name	7/12	7/19	7/26	8/2	8/9	8/16	8/23	8/30	9/6	9/13	9/20	9/27
Apuli, Carl				<i>*10:30 2CS</i>						<i>*10:30 4C</i>		
Apuli, Reminita				<i>*10:30 3C</i>						<i>*10:30 2CS</i>		
Aquino, Adrian									<i>*10:30 A1</i>	<i>*7:30 A2</i>		
Arcibal, Bernice	<i>*12:00 5B</i>										<i>*12:00 3C</i>	
Bader, Joanne		<i>*10:30 R2</i>						<i>*10:30 R1</i>				
Barta, Ann		<i>*5:00 4B</i>		<i>*5:00 CB</i>		<i>*5:00 2B</i>			<i>*5:00 4C</i>			<i>*5:00 3C</i>
Beckman, Lexi					<i>*10:30 A1</i>	<i>*7:30 A2</i>						
Beckman, Scott		<i>*10:30 MC</i>	<i>*10:30 5C</i>		<i>*10:30 R2</i>		<i>*10:30 MC</i>		<i>*10:30 2B</i>		<i>*10:30 R1</i>	<i>*10:30 MC</i>

as well as list all contact and *Ministers With* information for each minister.

Contact Information	Phone	E-Mail	Ministers With
Apuli, Carl		minicarlica@comcast.net	
Apuli, Reminita		minicarlica@comcast.net	Apuli, Carl
Aquino, Adrian	847-546-0927		
Arcibal, Bernice		bernice.arcibal@va.gov	
Bader, Joanne	223-0963	jbader451@hotmail.com	
Barta, Ann		atb2120@comcast.net	
Beckman, Lexi	847-223-1572		Beckman, Teresa; Beckman, Scott
Beckman, Scott	223-1572	beckman.s@sbcglobal.net	Beckman, Teresa; Beckman, Lexi

Sort tabs by mass rather than ministry. The program always saves a consolidated schedule list as well as the separate files (either for each mass or by ministry). This consolidated schedule is in the file called *Liturgical Ministers Schedule...* file, where ... represents the date range for the schedule. In that schedule, the tabs are sorted by ministry and then mass time as a default. If you would prefer that they be sorted by mass time and then ministry, select this option.

Sort tabs by mass rather than ministry.

Step 5: E-Mail Options.

There are many elements that can be configured with E-Mail. One of the powerful aspects of the program is its ability to automatically send the schedules out to all ministers. That means it's also one of the most dangerous if not used right since you might inadvertently send an e-mail when you're only testing the program! I know because it's happened to me. ☺ To help avoid issues with e-mail, by default the program is set up in "Test E-Mail" mode which means it will display the e-mail that gets created, but it will actually send it.

Send schedules out via E-mail once generated. To configure the program to send schedules via e-mail, select this option.

Send schedules out via E-mail once generated

Note that it is recommended that you select *Save each mass schedule in a separate file* if you are going to e-mail schedules. Doing otherwise may result in e-mails being sent to a large number of people at one time. Doing so too frequently may mistakenly identify your computer as a spam distributor and some of the e-mails may get blocked by e-mail providers. It is better to send targeted e-mails rather than bulk e-mails.

Once this option is selected, many of the other options on the page will be made available.

Test e-mail only, do not send. The first time you set up e-mail, make sure this check box is selected. This will enable you to test all your e-mail settings before you actually send e-mails to ministers.

Test e-mail only, do not send

In addition, you may want to keep this check box selected even after you are done testing. Some people want to check and / or edit each e-mail message before it gets sent. This option will allow you to review each e-mail and then manually send it.

Print schedules for ministers without e-mail addresses. If you have some ministers who do not have e-mail addresses, this option will automatically print schedules for those ministers. It will highlight their name on the schedule so that it is easy to determine who gets the schedule. This will save time when generating schedules – those with e-mail will get their schedule electronically, others will automatically have their schedules printed out for manual distribution.

Print schedules for ministers without e-mail addresses

I use a full version of Microsoft Outlook. This option is highly recommended. Microsoft Excel integrates well with Outlook, but may not integrate as well with other e-mail clients. If you use the full version of Microsoft Outlook for your e-mail, simply select the check box for *I use a full version of Microsoft Outlook*.

I use a full version of Microsoft Outlook (recommended)

E-Mail CC recipients. You may wish to copy certain people when schedules are e-mailed. To do so, enter the e-mail addresses of those individuals in the text box underneath *E-Mail CC recipients*.

E-Mail CC recipients (separate with semi-colon):

JaneDoe@myemail.com; JoeBlow@youreemail.com

E-Mail Body Text. If you would like to have some text included in the body of your e-mail message to ministers, enter it in the text box underneath *E-Mail Body Text*.

E-Mail Body Text:

Attached is the upcoming ministry schedule. If you have trouble viewing the Adobe PDF file, please download the latest version of the Adobe Reader from <http://get.adobe.com/reader/>.

Using Other E-Mail Programs

It is strongly recommended that you use the full version of MS Outlook in order to avoid errors when sending e-mail. However, if you cannot use MS Outlook, please complete the following information in order to enable e-mail functionality.

The first time you set up e-mail, make sure the check box is selected for *Test e-mail only, do not send*. This will enable you to test all your e-mail settings before you actually send e-mails to ministers.

Test e-mail only, do not send

In addition, you may want to keep this check box selected even after you are done testing. Some people want to check and / or edit each e-mail message before it gets sent. This option will allow you to review each e-mail and then manually send it.

Next, deselect the check box that reads *I use a full version of Microsoft Outlook*.

I use a full version of Microsoft Outlook (recommended)

If you use *Windows Mail* for your e-mail program, the default settings below are already set for you to use. You should now be able to select *OK* and you're all set.

If you use an e-mail program other than MS Outlook or Windows Mail, you need to perform the following steps:

First select the button that reads *Select E-Mail Program* and find the file name that starts your e-mail system.

Select E-Mail Program C:\Program Files\Windows Mail\WinMail.exe

You can find out the name and folder where this exists by selecting the *Start Menu* in the lower right corner of your computer screen and finding the program in the list of applications that appear. However, instead of clicking on the program with the left mouse button, click on it with the right mouse button and select *Properties*. There should be a line in the dialog box that appears which reads *Target* and then contains the name and location of your program.

Target: "C:\Program Files\Windows Mail\WinMail.exe"

Next, identify the keystrokes that are needed to perform the requested tasks in your e-mail program and enter them into the Liturgical Ministry program dialog box keeping the following information in mind:

In order to send e-mail, please enter the keystrokes used within your e-mail program to perform the following tasks. Please use the following format when entering special keys (for example, the keystrokes for Alt-File-New-Message would be %fnm):

{TAB} tab key

~ Enter key

% Alt key

^ Ctrl key

+ Shift key

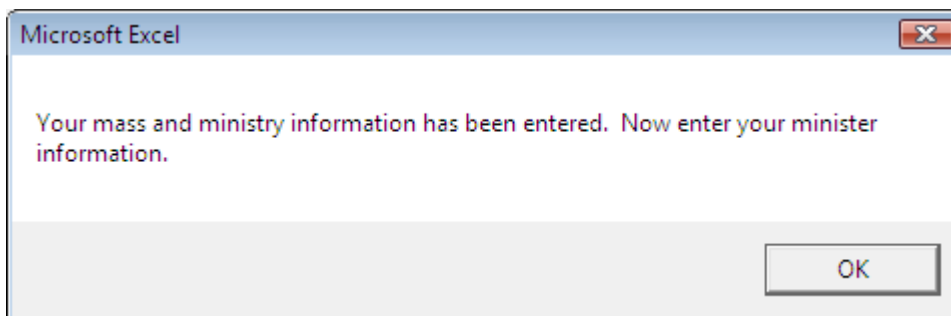
{DOWN}, {UP}, {LEFT}, {RIGHT} Arrow keys

{F1} through {F12} Function keys

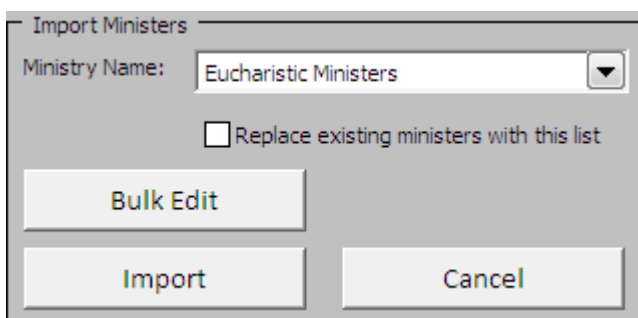
Keystrokes to create new message	%fnm
Keystrokes to get to "To:" line	
Keystrokes to get to "CC:" line	{TAB}
Keystrokes to get to "Subject" line	{TAB}
Keystrokes to get to "Body" text	{TAB}
Keystrokes to add an attachment	%ia
Keystrokes to send the message	%s

Step 6: Adding Minister Information

The sixth step involves adding all the names of your ministers. Before doing so, you will get a message confirming that you have entered in all the other information correctly:



You will be taken to a screen that looks very much like a spreadsheet page. In the upper lefthand corner, you will see several options



You can only edit one ministry at a time. So first select the *Ministry Name* that you wish to import or edit in bulk. If the ministry does not show up in the drop down box it has not been entered into the program. Select *Cancel* and then follow the instructions for adding a ministry.

Once you have selected the ministry, you can either add new ministers to the list of available ministers for the ministry (called *Import*) or you can edit the existing list of ministers in bulk (called *Bulk Edit*)

The *Replace existing ministers with this list* check box allows you to delete all existing ministers in the selected ministry and replace them with the ministers on the page. It should only be used if you want to entirely delete all existing ministers in that particular ministry. There are uses for this feature, but note that it should be used with caution.

Importing Ministers

If you are interested in *Importing* ministers, type in their information or paste it in from a list you have. Once the ministers are entered, select the *Import* button.

Please note the explanatory text on the *Import Ministers* page.

- To perform a bulk import of ministers, fill out this sheet and press the "Import" button on the left. If the proper ministry name is not available or if the proper masses are not listed, select "Cancel" and use the "Modify Ministries and Positions" or "Modify Masses" tabs to set these up.
- To indicate which mass(es) the person can minister at, please enter a number between 0% and 100% indicating the frequency with which they can serve at this mass: 100% indicates that they can serve at the selected mass whenever needed; 50% indicates that they can serve at the selected mass only half as frequently as the rest of the ministers at that mass, etc.

For a clearer explanation of the above paragraph see the section titled Configuring Ministers/Understanding the Percent Available Feature earlier in this document.